For detailed information on all courses, including assessment requirements, fees and units visit boxhill.edu.au.

The information contained in this publication is correct at time of print (July 2018). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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IT’S TIME TO MAKE YOUR MOVE

At Box Hill Institute you can nurture a lifelong interest, find a new passion, or prepare yourself for a new career. And the best part is that you can do it in one of the most vibrant, supportive and recognised training environments in Australia. Once you’re here, anything and everything is possible – you just need to take the first step.

WHY BOX HILL INSTITUTE?

A wealth of educational experience.

Established in 1924, Box Hill Institute is a premier education provider based in Melbourne, Victoria and with a global network. We are a government registered and funded training provider, offering modern facilities, courses of high standard, credentialed teaching staff, excellent security and value.

When you study at Box Hill Institute you are studying with an Australian Institute that is nationally recognised as the best in Australia for international students.

We have won many Australian Training Awards.

› Finalist of the 2017 International Training Provider of the Year: Australian Training Awards
› Winner of the 2016 Large Training Provider of the Year
› Finalist of the International Training Provider of the Year Award in 2015
› Finalist for the Large Training Provider of the Year Award for 2015
› Winner of the International Training Provider of the Year for 2013
› Winner of the Large Training Provider of the Year 2012.

This demonstrates outstanding achievement in all aspects of vocational education and training to international students.

Big support: Small class sizes

With an annual enrolment base in excess of 35,000 students, we are one of the largest Vocational Education and Training (VET) and higher education providers in Australia.

Course options

In 2017, the Institute delivered approximately 490* courses including many internationally and within industry. These courses covered certificates, diplomas, associate degrees and degrees.

We have selected a range of diverse courses which are available to international students.

Campus locations

Our main campus is in Box Hill, just 13 kilometres from Melbourne’s central business district (CBD). Students also have access to our Melbourne City campus with our partner school the Centre for Adult Education (CAE).

PATHWAYS TO DEGREES

Box Hill Institute offers both Vocational Education and Training (VET) and higher education courses.

We offer many learning pathways from Certificate and Diploma level to even a Bachelor or Master degree. Pathways give you options to reach your study goals. Plus you could gain two qualifications in the same time – a diploma and a degree

WHY VET?

Our courses are generally shorter in length and tend to be more hands-on and practical than other university courses.

A VET course can be a good steppingstone to further study. Developed with industry, our VET courses focus on the job ready skills you need. Plus, VET classes are smaller, which give you more time with the teaching staff. So whether you’re starting out or re-entering the workforce, Box Hill offers you many opportunities for your education and future career.

*2017 BHI Annual Report

boxhill.edu.au/international
STUDY OPTIONS

We let you choose your course type, duration and study area. Box Hill Institute offers a variety of course types to give you the skills and qualification level you need. The majority of our courses are nationally accredited, so a qualification from Box Hill Institute is recognised nationally and globally.

PATHWAYS

There are many pathway options at Box Hill Institute. Begin your studies with us from Certificates, Diplomas, and Advanced Diplomas, to Associate Degrees, Bachelor Degrees as well as Graduate Diploma and Masters. We also offer a number of unique pathway opportunities through our partner universities.

YEAR 12 OR INTERNATIONAL EQUIVALENT

MATURE AGE ENTRY

YEAR 10/ YEAR 11^ OR INTERNATIONAL EQUIVALENT

ENGLISH LANGUAGE STUDIES (ELICOS)^*

BACHELOR DEGREE

ASSOCIATE DEGREE

ADVANCED DIPLOMA

DIPLOMA OR CERTIFICATE

FURTHER STUDIES AT UNIVERSITY

EMPLOYMENT

^Victorian Certificate of Applied Learning (VCAL)
*English Language Intensive Course for Overseas Students (ELICOS)
Box Hill Institute can help you gain credit transfer and pathways to further studies with our World Ranked University Partners.

Benefits of pathways include the opportunity to gain two qualifications, a Vocational Training qualification from Box Hill Institute and a degree from Box Hill Institute or through one of the Institute’s partner universities. Pathways programs do not always take longer to complete because a qualification at Box Hill Institute may allow students to gain credits towards a degree in a similar field of choice. Box Hill Institute’s partner universities include:

**DEAKIN UNIVERSITY**
CRICOS PROVIDER NUMBER: 00113B

Pathway opportunities are available for Box Hill Institute students to Deakin University. Deakin University offers opportunities for flexible learning across its four Victorian campuses. Box Hill Institute provides the ideal stepping stone to Deakin University and the prospect of achieving a degree qualification.

**LA TROBE UNIVERSITY**
CRICOS PROVIDER NUMBER: 00115M

With eight campuses across Victoria, La Trobe University is a degree pathway option available to Box Hill Institute students. This unique pathway opportunity enables students to study at its Bundoora Campus in Melbourne, to achieve an undergraduate or postgraduate qualification.

**MONASH UNIVERSITY**
CRICOS PROVIDER NUMBER: 00008C

As one of Australia’s largest universities, Monash University delivers a large range of study areas which are available to Box Hill Institute students through an innovative pathways alliance. Monash University offers a diverse learning environment for international students to achieve undergraduate and postgraduate outcomes to excel in industry and enterprise.

**AUSTRALIAN CATHOLIC UNIVERSITY**
CRICOS PROVIDER NUMBER: 00004G

Pathway opportunities are available for Box Hill Institute students to Australian Catholic University. These pathways arrangements provide a smooth transition for students who want to take their studies further through the university’s six campuses in Australia.

Please note:
Entry into all courses depends on availability and the successful completion of all requirements or award of the lower level qualification. Discipline specific entry requirements might apply. Check individual university websites for pathways details.
WHY CHOOSE BOX HILL INSTITUTE?

10 REASONS TO STUDY AT BOX HILL INSTITUTE

Be amongst the action and achieve your goals!
Join our community of inspiring students and alumni who have achieved their study and career goals with us.

Getting you job ready, with an advantage!
Here to help you get a job quicker! 85% of our students are employed within 6 months of completing their study, and they earn a higher salary after graduating than university graduates!*

Setting you up for success.
We have many exclusive and inspiring partnerships with industry leaders. We know what employees need and want to ensure you are prepared and ready.

Connecting you to the experts.
Our expert teachers have a wealth of knowledge and years of hands-on experience to ensure you learn from the best. Our teachers and trainers are recognised as leaders in their field, maintaining strong industry connections.

State of the art training facilities.
Get a real taste of what it’s like to work on the job, using our industry tools and techniques in our simulated work environments and Integrated Technology Hub.

The perfect mix to meet your study needs.
Our personalised learning approach offers flexibility while you study. We offer a variety of learning environments including online learning, work place based, mobile learning and the traditional face to face classroom setting.

You choose your pathway.
If you’re thinking of Higher Education, our courses offer seamless pathways into a higher qualification at Box Hill Institute or with our university partners.

Be rewarded and recognised for studying.
We have a range of scholarships available to help you study.

Transport concession
The iUSEpass initiative allows international students enrolled in a full time undergraduate course to purchase a half-price annual myki ticket for the zone/s in which they study.

Internationally recognised Australian training Institution.
Study with an award-winning educator; recognised as the 2016 Australian Large Training Provider of the Year.

*National Centre for Vocational Education Research (NCVER) 2017.
Box Hill Institute’s partnerships with industry leaders offer you real world training environments. Box Hill Institute achieves high employability outcomes by ensuring you train in modern facilities that simulate real work environments. So you can get an extra advantage, we combine contemporary teaching and learning practices with specialist equipment in world-class facilities. This means you get real or simulated training work experience that employers are looking for when entering the workforce, upgrading qualifications or changing careers. The Institute is home to a number of leading centres delivering industry focused training solutions.

- Centre of Excellence in Biosecurity
- Specialist Centre for Services for Small to Medium Enterprises
- Specialist Centre for Information and Communications Technology
- Centre for Excellence in Climate Control and Refrigeration

The Box Hill Institute Integrated Technology Hub provides collaborative learning spaces for the building services and electro-mechanical technologies industries.

**EXPERIENCED AND PASSIONATE TEACHING STAFF**

Box Hill Institute’s teaching style is practical, personal and flexible. Training and learning is always guided, collaborative and hands-on – so you’ll always be supported.

To ensure you receive the theory and practical training you need in current industry standards, our instructors bring current industry experience, unique life and educational backgrounds and innovative ideas to our learning centres.

Our passionate teaching staff deliver courses and subjects that are industry orientated and job specific, ensuring your learning experiences.

Box Hill Institute students gain current industry best practice training in real business locales.
Box Hill Institute has campuses in the eastern suburb of Melbourne and in Melbourne’s Central Business District (CBD).

Located in the eastern suburbs of Melbourne, Box Hill is located approximately 13 kilometres from Melbourne City.

The Box Hill Central shopping centre is right next door and is the local public transport hub for the Box Hill campus. From Box Hill Central you can catch regular trains, trams and buses around Melbourne.

Box Hill Institute also offers a city based campus in Flinders Lane. This is located directly opposite the major train network in Flinders Street Station.

Our Lilydale Lakeside campus a is easily accessible by train, less than an hour from the city.

All campuses are a short walk to shops, cafés, restaurants and public transport.
Melbourne: a great place to live. Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study.

MELBOURNE: A GREAT PLACE TO LIVE

ONE OF THE WORLD’S MOST LIVEABLE CITIES

Melbourne has been ranked No.1 as the world’s “Most Liveable City” for seven years in a row – 2011-2017 – by the Economist Intelligence Unit’s liveability survey (based on five broad categories: stability, healthcare, culture and environment, education and infrastructure).

Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study. The Central Business District (CBD) is a dynamic commercial, entertainment, and residential precinct.

Our city offers so much of interest and activity including:

› Distinctive architecture—Victorian Era buildings through to modern structures and spaces
› Beautiful beaches, parks and gardens to enjoy
› Accessible public transport to ensure ease of travel
› A wide variety of world class events – for business and entertainment
› Diversity, with many cultures influencing the city.

As Australia’s arts, cultural and sporting capital, Melbourne boasts many internationally renowned sports arenas, sporting teams, live music, theatres, art galleries, markets and festivals of all kinds. And let’s not forget the fantastic shopping, cafes, restaurants, bars and clubs!

AUSTRALIA’S MULTICULTURAL CAPITAL

Melbourne’s population of over four million people includes a broad ethnic mix from over 140 countries. The city is welcoming to people from different cultures and this all adds to its charm and atmosphere. It is common to see restaurants of various cuisines all located near one another.

Melbourne is famous for its diversity which can easily be seen by strolling around Chinatown, Lygon Street or Balaclava.

FOUR SEASONS IN ONE DAY

Melbourne is well known for its unpredictable and unique ‘four seasons in one day’ weather. The climate has four distinct seasons throughout the year from hot summers through to coolish winters. A day can start off cloudy and raining, then within the same 24 hours become sunny and hot. It is recommended to bring a variety of clothing to cater for the seasons such as summer shorts and winter jackets.

Melbourne itself does not receive snow in winter, but located only a couple of hours away from Melbourne are Victoria’s major snow fields offering ski and snow related activities during the winter months. Winter is from June to August with temperatures averaging around 10-15 degrees Celsius. Summer is from December to February where temperatures can average around 25-35 degrees Celsius. Located around Port Phillip Bay, there are a plenty of beaches to enjoy during the summer months.

LIVING EXPENSES

It is advised to set aside a minimum AUD$20,290 per year for expenses such as accommodation, daily travel, books and materials. These expenses are required in addition to course fees. If school-aged dependents will also be accompanying you, these dependents must be enrolled as fee-paying students. For more information go to www.homeaffairs.gov.au/Trav/Stud/More

DINING AND FOOD

Melbourne’s diversity of cultures is reflected in its thousands of restaurants, cafes, bistros and bars. Melburnians can enjoy over 2,300 restaurants, bars and pubs. There’s something for everyone’s taste and price range. Throughout the year, the city celebrates the importance of good food and wine with several festivals dedicated to enjoying all things food-related.

SEE VICTORIA AND AUSTRALIA

For day trips or a weekend away in Victoria, you’ve got plenty to choose from with areas like the Yarra Valley and the Mornington Peninsula offering excellent vineyards, cottages, luxury accommodation and various activities, all within one and a half hours drive from Melbourne.

Travelling further afield in Victoria, the Penguin Parade at Phillip Island is a must see. Plus, enjoy surf beaches along the Great Ocean Road or experience the magnificent High Country mountain region. For up-to-date information go to www.visitvictoria.com

The rest of Australia is also easily reached by plane, train or bus. Why not visit famous landmarks such as the Whitsunday Islands in Queensland, Sydney Harbour in New South Wales or Ayers Rock/Uluru in the Northern Territory?
Box Hill and How to Get There

Box Hill is easy to get to by train, bus and tram. Plus, if you’re a new student we offer a free airport pick up.

Box Hill: Our Centre

Located just 13 kilometres from Melbourne City, Box Hill has developed into a major centre for the eastern region for:
› business, retail and banking
› employment and education
› health and community services
› as well as being a major hub for transport and housing.

The Victorian Government has designated Box Hill a ‘Central Activities Area’, which is an alternative to the Melbourne Central Business District (CBD).

Box Hill is home to around 4,000 residents with a high level of cultural diversity.

The area offers specialty shopping with a distinct Asian influence. Box Hill shoppers can experience a mix of environments and choose between:
› traditional outdoor shopping and restaurants
› open-air pedestrian mall
› large shopping centre which includes a fresh food market.

Residential property in Box Hill ranges from:
› traditional houses in tree lined streets
› multi-level apartments
› purpose-built student accommodation.


Getting Around

From buses to trains to trams to cars, walking and cycling, it’s easy to get around Melbourne on public transport.

The Box Hill Institute campus is located within easy walking distance to business, shops, trams and trains.

Train, bus or tram services run from the early morning to very late at night.

Melbourne’s tram network is the largest in the world. Melbourne’s roads are well set out, around the city and beyond, into the regions and the wonderful Victorian countryside.

If you’re a keen cyclist, you can join many others who cycle to work, study for fun.

Please see p19 for details of free airport transfer service.

Did You Know?

The iUSEpass initiative allows international students enrolled in a full-time undergraduate course (Bachelor Degree or Associate Degree) or a higher VET course (Advanced Diploma or Diploma) to purchase a half-price annual myki ticket for the zone/s in which they study.

For more information, please have a look at:

It’s easy to apply!
PTV APP
The PTV mobile app allows you to view service times, use the journey planner and set your favourite stops throughout Victoria for faster access to public transport information on the go.

Download your free travel app from PTV, the app is available on iPhone and Android.


MYKI
myki is your ticket to travel on Melbourne’s trains, trams and buses, V/Line commuter train services and buses.

The reusable smart card is easy to use. Simply top up before your journey and then touch on and touch off at a myki reader as you travel.

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 V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, and by calling 1800 800 007 (6am – midnight daily).


TRAIN INFORMATION

<table>
<thead>
<tr>
<th>Line/Route</th>
<th>Station</th>
<th>Get off at Box Hill station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lilydale/Belgrave line</td>
<td>Box Hill</td>
<td>walk two blocks towards Nelson Road to Box Hill Campus (Nelson)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>walk towards Elgar Road to Box Hill Campus (Elgar)</td>
</tr>
</tbody>
</table>

TRAM INFORMATION

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<thead>
<tr>
<th>Route</th>
<th>Service</th>
<th>Get off at:</th>
</tr>
</thead>
<tbody>
<tr>
<td>109</td>
<td>Docklands – Box Hill</td>
<td>Stop 56 for Elgar campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stop 57 for Nelson campus</td>
</tr>
</tbody>
</table>

BUS INFORMATION

<table>
<thead>
<tr>
<th>Route</th>
<th>Origin</th>
<th>Get off at Box Hill station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>270</td>
<td>Mitcham (via Blackburne North)</td>
<td>walk two blocks towards Nelson Road to Box Hill Campus (Nelson)</td>
</tr>
<tr>
<td>271</td>
<td>Ringwood (via Park Orchards)</td>
<td>walk towards Elgar Road to Box Hill Campus (Elgar)</td>
</tr>
<tr>
<td>279</td>
<td>Templestowe (via Middleborough Road) / Doncaster Shopping Town</td>
<td></td>
</tr>
<tr>
<td>732</td>
<td>Upper Ferntree Gully (via Burwood)</td>
<td></td>
</tr>
<tr>
<td>733</td>
<td>Oakleigh (via Mt Waverley)</td>
<td></td>
</tr>
<tr>
<td>736</td>
<td>Nunawading (via Burwood East)</td>
<td></td>
</tr>
<tr>
<td>765</td>
<td>Mitcham (via Forest Hill)</td>
<td></td>
</tr>
<tr>
<td>768</td>
<td>Deakin University (via Canterbury Road)</td>
<td></td>
</tr>
<tr>
<td>903</td>
<td>Altona / (via Heidelberg) Morialta (via Chadstone)</td>
<td></td>
</tr>
<tr>
<td>281</td>
<td>Deakin University (via Elgar Road) / Templestowe</td>
<td>Elgar Road, walk to Box Hill Campus (Elgar)</td>
</tr>
<tr>
<td>284</td>
<td>Doncaster (via Union Road)</td>
<td>Nelson Road, walk to Box Hill Campus (Nelson)</td>
</tr>
<tr>
<td>293</td>
<td>Greenborough (via Doncaster Shopping Town)</td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>City (via Eastern Fwy)</td>
<td></td>
</tr>
<tr>
<td>612</td>
<td>Chadstone Shopping Centre (via Camberwell)</td>
<td></td>
</tr>
<tr>
<td>766</td>
<td>Burwood (via Mont Albert)</td>
<td></td>
</tr>
<tr>
<td>767</td>
<td>Southland Shopping Centre (via Chadstone)</td>
<td></td>
</tr>
</tbody>
</table>
The academic year is January to December and each semester is divided into two terms. Semester 1 runs January to June with Term 1 and 2. Semester 2 runs July to December with Term 3 and 4. Most courses start in January and some courses in July, however some courses may also have other intake dates.

OPENING HOURS AND CLASS TIMES
Box Hill Institute is open from Monday to Friday. You can generally expect your classes to commence between 8.00–9.00am and end by 5.00pm. However, some courses may have evening classes and weekend classes.

TEACHING METHODS AND ASSESSMENT METHODS
We offer a flexible form of education training called Competency Based Training. This aims to assist the adult student to develop the skills and knowledge required by industry.

At Box Hill Institute, our teaching and assessment methods are student-centred and based on adult learning principles. We support the development of independent and self-initiating students by using a range of teaching methods such as:

- large and small discussion groups
- group work
- role plays and case studies
- problem solving exercises
- project based activities
- workplace training activities
- teacher lead industry enquiries
- online activities & assessments
- face to face or online tasks.

Assessment is largely based on the satisfactory performance of practical tasks. However, assessment tasks will also ensure that an individual displays an understanding of theoretical knowledge required for the practical performance of the task.

Students are assessed according to whether or not they have achieved the performance criteria specified in the units of competency they are undertaking. This form of assessment known as ‘criterion referenced’ and judges performance against a prescribed standard, not against other students.

Assessment methods may include:
- performance of a task, or range of tasks, either in the workplace or in a simulated work environment, witnessed directly by an assessor
- use of photographs, videos, etc. showing performance of a task when the assessor cannot be present
- models, items, objects that have been made, fixed or repaired by the candidate
- rosters, budgets, reports, standard operating procedures etc. developed by the candidate
- asking the candidate about real or hypothetical situations to check understanding, task management and contingency management skills. May be short answer, discussion, multiple choice, etc.
- projects, reports, essays, etc. relevant to the LLN (Language, Literacy and Numeracy) requirements of the unit of competency
- documented and verified reports from a supervisor, colleague, subject expert, trainer or others
- a candidate’s personal statement on their performance although not generally sufficient in isolation
- simulated activity to accommodate difficult to demonstrate criteria e.g. emergencies, contingencies, difficult behaviours etc.
- collections of evidence compiled by the candidate.

MODE OF STUDY
Most courses are delivered in the classroom, face-to-face and via industry work placements. Some courses may include a component of online study.

DEFERMENT, LEAVE OF ABSENCE OR SUSPENSION OF STUDIES

DEFERMENT
This applies to students who have received an offer or a confirmation of enrolment (COE) but who have not formally enrolled at the Institute. Students can apply to defer commencement of their course for up to one year. Deferment will be subject to places available and may also affect their visa if a visa has been granted.

LEAVE OF ABSENCE
Leave of absence will only be approved in compassionate or compelling circumstances. Documentary evidence (for example a medical certificate) must be provided with your application to Box Hill International. The maximum period for which leave of absence will be granted is six months.

If leave of absence is granted, students are generally required to leave Australia. Box Hill Institute will notify the Department of Home Affairs (DHA) that a leave of absence has been granted. A leave of absence may affect a student’s visa and each student’s situation will be assessed individually. Students are advised to contact the DHA for advice on how the change in enrolment status may impact upon his or her visa.
SUSPENSION OR CANCELLATION
The Institute may suspend or cancel a student’s enrolment because of inappropriate behaviour or misconduct. A student will be notified in writing that their enrolment has been suspended and that this may affect their student visa.

In cases where suspension or cancellation is initiated by the Institute, students will be notified in writing of their right to appeal the decision within 20 days and to access the Institute’s internal complaints and appeals processes.

The cancellation will not take effect until after the appeals process has been completed unless there are extenuating circumstances.

RESULTS AND CERTIFICATES
A Statement of Results is issued to all students at the completion of each semester.

For units not satisfactorily completed, you may have the opportunity to undergo reassessment at the end of the semester. If not, you will be required to re-enrol in the subject in the following semester and pay additional course and material fees.

When you have completed your course, you must apply for your certificate to be issued using the ‘Application for A-Type Award’ form, authorised by the relevant teaching co-ordinator.

If you do not complete all requirements for your course, you may apply for a ‘Statement of Attainment’, which will record the learning outcomes you have achieved towards the qualification.

If you have outstanding fees or fines at any point in the year, your academic results may be held until the outstanding amounts have been paid. You will also be unable to receive a certificate of completion or graduate until all outstanding fees and fines are settled.

CREDIT TRANSFER/ ADVANCED STANDING
If you have previous studies or experience relevant to your course you may be eligible to apply for Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (TR) subject credits or exemptions.

RPL (Recognition of Prior Learning):
A process through which people can gain entry to, or credit in, recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. RPL does not include any additional training at the unit of competency or module level.

RCC (Recognition of Current Competency):
This applies if you have previously successfully completed the requirements of a unit of competency or module and are now required to be reassessed to ensure that the competence is being maintained.

TR (Credit Transfer):
Recognition obtained on the basis of prior agreements between institutions and organisations as to the credit value of a specific course/ program. (This includes students studying the same national unit of competency in another course either at Box Hill Institute or elsewhere).

HOW TO APPLY FOR CREDIT
To apply for course credit you will need detailed documentation which includes academic transcripts, as well as an outline of the course and subjects you have studied or the competencies you have gained.

BEFORE ENROLMENT
If applying before enrolment, please forward all documentation with the International Student Application Form.

AFTER ENROLMENT
If applying after enrolment, bring the information and make an appointment with the Course Co-ordinator. You must apply for RPL or TR no more than two weeks after the course starts and you will be required to accept in writing any course credits granted.

FEES
There may be a fee for assessing your RPL claim. Please note that under the refund policy there will generally be no fee refund for exemptions.

VISA AND COURSE DURATION
Consideration of prior learning for International students will be consistent with the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018. If course credit or exemptions are granted, this may reduce the length of the course. If this occurs before a visa is granted, Box Hill Institute will indicate the course duration, as per the reduction resulting from RPL or Credit Transfer. If the exemptions are granted after a visa is granted, the change in course duration will be reported via the Provider Registration and International Student Management System (PRISMS) under section 19 of the ESOS Act.

Students are advised that they must maintain their enrolment load at a level that will enable them to complete the course within the expected duration.
Box Hill Institute provides a wide range of student services and support to students to help you make the most of your studies and campus life.

BOX HILL INSTITUTE IS A STUDENT FRIENDLY INSTITUTE

The Institute provides a wide range of services to support international students.

Box Hill Institute’s support services and facilities help you succeed in your educational, career and personal development goals, and to enjoy your learning experiences.

These services include:

› information about courses
› application and enrolment procedures
› visa requirements (including renewals)
› overseas student health cover
› free airport pick-up services
› free accommodation placement service
› study support
› further study opportunities
› recreational activities.

The Box Hill area has a well-integrated multicultural community and a full range of community services, including a market within a shopping precinct.

STUDENT ADMINISTRATION

The Student Administration Centre (Elgar) provides you with information and assistance in your time with us, including enrolments, exemptions, ID cards, public transport concessions, refunds, results (including replacement copies), certificates and student records. The CAE Customer Service Hub provides information and assistance for you at our City campus.

STUDENT ACTIVITIES

Student Life helps you to enjoy student life through activities and communications to help you to meet other students, find out more about help available, gain skills, contribute to your campus community (maybe adding to your resume or course credits) and have fun. The Student Activities and Media team post up-to-date news of events happening and student life on StudentWeb, social media and noticeboards across the campuses.

LIBRARY

The library opening hours vary throughout the year. Please check our StudentWeb pages for the latest information.

› Elgar Campus Library Building E3, Level 2, 465 Elgar Road, Box Hill
› Melbourne City Campus CAE Library Building B, Level 2, 253 Flinders Lane, Melbourne

Free Wi-Fi

Students have access to free Wi-Fi on all campuses and

Software

All enrolled students have access to MS Office 365 subscriptions.
ONLINE STUDENT DIARY AND APP
The Online Student Diary is accessed through the StudentWeb homepage or the Student Diary App. This diary is more than a calendar of dates; it helps you get organised, shows you how to use the supports and services available; and includes valuable information for those at Box Hill Institute for the first time.

SUPPORT FOR STUDENTS WITH DISABILITIES
Box Hill Institute and CAE helps students with a disability to fulfil their potential. Students with a disability are strongly encouraged to make early contact and consult confidentially with our Disability Liaison Service to discuss their needs and, if required, develop an Individual Learning Support Plan. Please bring documentation of your disability or medical condition.

EDUCATIONAL AND PERSONAL COUNSELLING
Counsellors at Box Hill Institute and CAE provide a free and confidential service to assist you with a range of issues, including coping with stress, relating to others, time management and study skills. In addition to face-to-face counselling, counsellors also provide an E-Counselling which allows you to confidentially consult a counsellor through email any time of day or weekend from any online computer via StudentWeb.

CAREERS COUNSELLING
Careers counselling services are offered at both the Box Hill and CAE campuses. You can clarify your interests, plan a next step and gain a better understanding of education and training options.

STUDY SUPPORT
The Institute understands the specific needs of International students and offers extra academic assistance. Academic support is offered through:
› one to one sessions where students can obtain assistance with English language and guidance on how to complete and/or improve their assignment work
› group programs and workshops for students to improve their academic learning skills, everyday conversation techniques, their study skills, language and employability skills
› specialist language and study programs are also developed for specific groups of International students in collaboration with teachers
› language assessments and self study language programmes that are developed under the guidance of the learning and language advisor to target areas in need of improvement.
Study support also includes mathematics & technology support, online and face-to-face across all campuses, for all courses.

FREE AIRPORT TRANSFER SERVICE
For new students, if required, you will be met and welcomed when you arrive in Melbourne and transported to your initial accommodation. You must notify Box Hill International at least 7 days before your flight arrives. Cancellations must be made 7 days or more before your arrival date to avoid extra fees. Please note: If you request this service but do not use the service you will be charged AUD$115 if you do not cancel the service within 7 days or more.

ORIENTATION PROGRAM
Box Hill Institute offers a comprehensive orientation program for new international students and attendance is compulsory. Students are provided with important information to help them make a successful transition to living and studying in Melbourne. Information and activities include:
› orientation to the local environment and use of public transport
› accommodation assistance
› health insurance and medical services
› personal safety at home and in public places such as the beach
› campus familiarisation
› Institute expectations
› support services available on all campuses
› useful skills for academic success and employment
› compliance with student visa requirements
› useful applications and software for study
› online orientation option for students who cannot make the face to face orientation.

LOCATE A REPRESENTATIVE IN YOUR COUNTRY
You may locate a representative in your country by visiting this link on the website: www.boxhill.edu.au/International/International-Agents

boxhill.edu.au/international
There are many types of accommodation options available to international students. Box Hill International can help.

**HOMESTAY**
We offer free assistance for Homestay placements. Homestay is where local families provide accommodation in their homes for international students. This may be ‘full board homestay’ in which the householder provides all meals or ‘part board homestay’ in which the student provides and prepares his/her own meals.

In either full board or part board homestay, students will have a bedroom with linen provided, a place to study (which may be in the bedroom), and access to a bathroom, kitchen and other facilities in the home.

Each homestay family is different. There may be a number of family members living in the home, a couple or a single person. Households may be all male or all female. Most Australian households include pets. Smoking is not permitted in the house. Some may allow outside areas for smoking.

In all homestay accommodation there are a few basic and generally accepted rules:
- students will be expected to pay for their own telephone calls
- if a student is to move from the accommodation, or the accommodation provider wishes the student to move, it is common courtesy for either the student or the householder to give two weeks notice of their intention
- students may be responsible for tidying their own room and are expected to treat all facilities in the home with care.

**HOSTEL**
There are private, off-campus hostels which students may use. They offer a choice of short-term or long-term accommodation. Private and shared rooms are available. Contact the Box Hill International for more information.

**COST OF ACCOMMODATION**
Accommodation costs can vary. The following are estimates:
- full board homestay from $AUD250 per week (meals included)
- part board homestay from $AUD190 per week (plus share of gas, electricity etc. Meals are not included).

To find directions from any house in Melbourne to Box Hill Institute see: www.ptv.vic.gov.au
To view current properties for rent see: www.realestate.com.au
To calculate the currency see: www.xe.com

Please Note:
Most students find accommodation in the Box Hill area and travel to the Institute using public transport.
- Not all types of accommodation are available at any particular time, so students may have limited choice of accommodation.
- Accommodation is booked prior to arrival.
- A minimum of seven working days advance notice is required before you depart for Australia if you require the Free Airport Transfer Service. Further details and request forms can be obtained from Box Hill International.
FEES AND ASSISTANCE

PAYMENT OF COURSE FEES

Initial course fees for new students are due at the time the offer is accepted. There may be flexibility in paying tuition fees upfront.

Where a qualification is undertaken in an accelerated mode the course fees remain the same as for the full duration of the course (as the same number of course hours are offered).

METHODS OF PAYMENT

› Local Transfers
› International Bank Draft
› Telegraphic Transfer
› Credit Card

INTERNATIONAL BANK DRAFTS

Bank drafts should be made out, in Australian Dollars, to:

Box Hill Institute

Bank drafts to be sent to:

Box Hill International
465 Elgar Road
Private Bag 2014
Box Hill VIC 3128

TELEGRAPHIC TRANSFERS AND LOCAL TRANSFERS

Please ensure all of the following information is included:

Bank: Westpac Banking Corporation
Branch: 16–20 Main Street, Box Hill, VIC 3128
Account Name: Box Hill Institute
BSB Number: 033172
Account Number: 324336
Swift Code: WPACAU2S

(Payment via Telegraphic Transfer from overseas)

Please ensure the student’s name and date of birth is indicated on the transfer.

CREDIT CARD

To pay by credit card, Box Hill Institute needs to receive the details in writing with the amount authorised and signed by the cardholder. We require the following information:

› Card Holders Name
› Type of Credit Card (we accept MasterCard and Visa)
› Credit Card Number
› Expiry Date
› Card Verification Number
› Amount to be processed

OVERSEAS STUDENT HEALTH COVER (OSHC) MEMBERSHIP WITH BUPA AUSTRALIA

The Institute’s preferred insurance provider is Bupa Australia. More information on Bupa Australia is available on their website: www.bupa.com.au

Cost of overseas student health cover (OSHC) is dependent on type and duration of cover.

COMPLAINTS AND GRIEVANCE PROCEDURE

Any appeals, complaints, disputes or grievances will be handled in accordance with the policies and procedures of Box Hill Institute. Further information on the grievance procedure can be obtained by contacting Box Hill International.

For existing students more information can be accessed via the Student Web link:

www.studentweb.boxhill.edu.au/bhi

These procedures do not remove the student’s right to seek other remedies through the Australian legal system.
Box Hill Institute has welcomed a number of Australia Awards Scholarships recipients in recent years.

AUSTRALIA AWARDS
The Australia Awards are an Australian Government initiative designed to promote knowledge, education links and enduring ties between Australia, our neighbours and the global community.

The Australia Awards include Australian Awards Scholarship and the Endeavour Scholarships and Fellowships administered by the Department of Foreign Affairs and Trade and the Department of Education and Training. They provide a range of opportunities for study, research and professional development in Australia.

AUSTRALIAN AWARDS SCHOLARSHIPS
Australian Awards Scholarships are long term development awards and aim to contribute to the long term development needs of Australia’s partner countries in line with bilateral and regional agreements.

They provide opportunities for people from developing countries to undertake fulltime undergraduate or postgraduate study at participating Australian universities and Vocational Education and Training (VET) institutions.

Details on how to apply are available at: http://dfat.gov.au/people-to-people/australia-awards/Pages/australia-awards-scholarships.aspx

ENDEAVOUR VOCATIONAL EDUCATION AND TRAINING (VET) SCHOLARSHIPS
This scholarship provides financial support for international applicants to undertake vocational education at a Diploma, Advanced Diploma or Associate Degree level in any field in Australia for up to two and a half years. Vocational education and training provides occupational or work-related knowledge and skills. The courses are directly related to a trade, occupation or ‘vocation’ in which the applicant participates.


DID YOU KNOW?
The Institute provides a wide range of services to support international students including educational and personal counseling, free airport pick-up and accommodation placement service.
ESOS FRAMEWORK

As an international student you have legal rights and protection under an Act of Parliament the Education Services for Overseas Students (ESOS) Act 2000.

YOUR LEGAL PROTECTION
The Education Services for Overseas Students (ESOS) Act 2000 sets out the legal framework governing the delivery of education to overseas student studying in Australia. The National Code of Practice 2018 is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students. Box Hill Institute is a registered provider on the Commonwealth Register of Institutes and Courses for Overseas (CRICOS). Only CRICOS courses can be offered to international students studying in Australia on a student visa.

For more information about these protections please visit the Australian Government Department of Education and Training ESOS page at https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

QUALITY EDUCATION
When you study at Box Hill Institute you can be assured of a quality education and a high standard of service. This assurance comes from the fact that we are a Government institute and are governed by the VET Quality Framework, which includes the Australian Qualifications Framework (AQF), ESOS and other regulations, setting the standards for courses, teaching, facilities and services.

THE ESOS FRAMEWORK PROTECTS YOUR RIGHTS, INCLUDING:
- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider’s agent
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement
- your right to get the education that you have paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course
- your right to know if there is any changes to the ownership or management of Box Hill Institute
- Flexibility in paying tuition fees upfront.

THE ESOS FRAMEWORK PROTECTS YOUR RIGHT TO KNOW:
- how to use your provider’s student support services
- who the contact officer or officers are for overseas students
- if you can apply for course credit
- when your enrolment can be deferred, suspended or cancelled
- your provider’s requirements for satisfactory progress in the courses you study
- please note all attendance are monitored and is a requirement
- how attendance will be monitored for those courses
- what will happen if you want to change providers, and
- how to use your provider’s complaints and appeals process.

IN SUMMARY

<table>
<thead>
<tr>
<th>WHAT APPLIES TO ME?</th>
<th>HOW DO I FIND OUT MORE?</th>
<th>WHO IS RESPONSIBLE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute policies and procedures that affect you</td>
<td>Speak with staff at Box Hill International Policies and procedures are also available on StudentWeb at <a href="https://www.boxhill.edu.au/about-us/policies-and-procedures/">https://www.boxhill.edu.au/about-us/policies-and-procedures/</a></td>
<td>Box Hill Institute</td>
</tr>
<tr>
<td>Visa matters</td>
<td><a href="http://www.homeaffairs.gov.au/">www.homeaffairs.gov.au/</a> Phone 131 881 (within Australia) Contact the DHA office in your country (outside Australia)</td>
<td>Department of Home Affairs (DHA)</td>
</tr>
</tbody>
</table>
STUDENT VISA REGULATIONS

There are a number of conditions placed on student visa holders. Different visa conditions apply to you and your family members. Breaching a visa condition may result in the cancellation of your student visa. Some of these conditions are detailed below, however a full list can be accessed on the Department of Home Affairs (DHA) website at: https://www.homeaffairs.gov.au/Trav/Stud

MEET COURSE REQUIREMENTS (8202)
You must remain enrolled in a fulltime CRICOS registered course. You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

OVERSEAS STUDENT HEALTH COVER (8501)
You must maintain adequate arrangements for health insurance during your stay in Australia.
Note: Under this policy, this means that you must maintain Overseas Student Health Cover (OSHC).

MAINTAIN STUDENT VISA CONDITIONS (8516)
You must continue to satisfy the conditions under which your student visa was granted. Your course of study must continue to be in a sector that matches your student visa. You must continue to have sufficient financial capacity to support your study and stay in Australia.

CHANGE OF ADDRESS AND EDUCATION PROVIDER (8533)
You must notify your education provider (Box Hill International at Box Hill Institute) of your new residential address in Australia within seven (7) days of arriving in Australia. Also you must notify your education provider of any change in your residential address or contact details within seven (7) days of the change. In addition, you must notify your current education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment or evidence of enrolment from a new education provider.

LIMITED WORK (8105)
You cannot work more than 40 hours a fortnight* during school term, although no work limits apply during recognised periods of vacation at Box Hill Institute.
You cannot undertake work until you have commenced your course in Australia.
* A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.

YOUR RESPONSIBILITIES
In addition to the above responsibilities, you are also required to meet the terms of your written agreement with Box Hill Institute and the Student Code of Conduct.
The Box Hill Institute Student Code of Conduct applies to all students within the Box Hill Institute community and aims to ensure the safety, comfort and wellbeing of everyone at the Institute.

You are expected to:
› respect yourself and others – harassment, bullying, physical, verbal, psychological or sexual assault will not be tolerated
› behave appropriately – ensure your actions and words support learning and teaching
› turn off mobile phones in class
› adhere to Occupational Health and Safety requirements
› respect the property of the Box Hill Institute community
› produce your student identification card when requested by Box Hill Institute staff
› not smoke anywhere on Box Hill Institute property– we are completely Smoke Free. The Box Hill Institute community:
› does not allow illegal drugs or anyone under their influence on the premises
› does not allow alcohol on the premises without prior permission from the Chief Executive Officer
› requires people who take medication to be aware of side effects and not to combine it with anything that can place themselves or others at risk.

Breaches of the Box Hill Institute Code of Conduct may result in disciplinary action according to Box Hill Institute policies and procedures. Illegal activities will be referred to the police.
For more information please contact Box Hill International or for existing students via the StudentWeb link http://studentweb.boxhill.edu.au/bhi/
Entry to Box Hill Institute’s academic courses is based on the following admission requirements.

1. ACADEMIC REQUIREMENTS

Completion of secondary studies equivalent to Australian Year 12 is generally required for admissions to most courses at Box Hill Institute. Some Certificate courses may be entered after completion of secondary education at year 11/10. Special entry for mature-aged students is also available and will be considered on the basis of past secondary study, employment skills or work experience.

2. ENGLISH LANGUAGE REQUIREMENTS

All Box Hill Institute courses have specified English language requirements.

If needed, you can undertake our English language intensive courses for overseas students (ELICOS) which is designed specifically for students intending to study at Box Hill Institute.

For more information regarding English Language Requirements, please see table below.

3. ADDITIONAL ADMISSION REQUIREMENTS

Some courses may have additional entry requirements, e.g. presentation of a portfolio of designs for Fashion, Design and Art courses, or an audition tape or DVD for Creative Industries courses. Computer literacy is recommended for all courses as computer use may be expected for researching and writing assignments.

ENGLISH LANGUAGE ADMISSION REQUIREMENTS

Applicants are required to provide evidence of their English language ability

<table>
<thead>
<tr>
<th>IELTS^</th>
<th>TOEFL iBT^^</th>
<th>Pearson Test (PTE)</th>
<th>Cambridge English: Advanced (CAE)</th>
<th>Occupational English Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5</td>
<td>71</td>
<td>46 (with no communicative skill score less than 42)</td>
<td>162-168</td>
<td>Minimum score of D in each of the four components</td>
</tr>
<tr>
<td>6.0</td>
<td>79</td>
<td>54 (with no communicative skill score less than 50)</td>
<td>169-175</td>
<td>Minimum score of C in each of the four components</td>
</tr>
<tr>
<td>6.5</td>
<td>90</td>
<td>61 (with no communicative skill score less than 58)</td>
<td>176-184</td>
<td></td>
</tr>
<tr>
<td>7.0</td>
<td>94</td>
<td>65 (with no communicative skill score less than 65)</td>
<td>Not accepted by ANMAC^^^</td>
<td>Minimum score of B in each of the four components</td>
</tr>
<tr>
<td>7.0</td>
<td>94</td>
<td>65 (with no communicative skill score less than 65)</td>
<td>185-190</td>
<td></td>
</tr>
</tbody>
</table>

Entry into courses is determined by a satisfactory standard achieved in either the Box Hill Institute Pre-Entry Placement Test or in previous course where English was the language of study.


ELICOS STUDY TIME GUIDE

<table>
<thead>
<tr>
<th>Duration</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 WEEKS</td>
<td>4.0</td>
</tr>
<tr>
<td>10 WEEKS</td>
<td>4.5</td>
</tr>
<tr>
<td>10 WEEKS</td>
<td>5.0</td>
</tr>
<tr>
<td>10 WEEKS</td>
<td>5.5</td>
</tr>
<tr>
<td>10 WEEKS</td>
<td>6.0</td>
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<tr>
<td>10 WEEKS</td>
<td>6.5</td>
</tr>
<tr>
<td>10 WEEKS</td>
<td>7.0</td>
</tr>
</tbody>
</table>

^ International English Language Testing System (IELTS) ^^ Test of English as a Foreign Language (TOEFL) ^^^ Australian Nursing & Midwifery Accreditation Council
Czaracellane (Zara) Valerio is studying a Bachelor of Hospitality Management at Box Hill Institute but she has already completed a Bachelor of Science in Hotel and Restaurant Management in the Philippines and has been working in hospitality since 2009. She said, “When given the chance to study here, I saw it as fitting to pursue further knowledge in a more global setting since Australia is a cosmopolitan country and has a very diverse environment.” Studying at Box Hill Institute’s city campus provides Zara and her colleagues with the opportunity to visit well-renowned hotels and to experience first-hand what the city has to offer in terms of food, coffee, accommodation, and tourist attractions. She said, “I also love the fact that the classes are very diverse and you get to learn with students of different nationalities. This makes the learning experience more enriching and being able to communicate with other students of different background adds to our personal development.”

Zara also appreciates the extensive experience of her teachers. She said, “The teachers are experts in their field and have years of experience to share to the students. Their stories and anecdotes are very enriching for us and make learning more fun. “The teachers are experts in their field and have years of experience to share to the students.”

In addition to the teachers, Zara is impressed by the facilities Box Hill Institute offers. She said, “I am just like, wow. BHI have the needed equipment for students to have hands on experience and to train to work in real scenarios.”

While she is studying, Zara works as a Guest Service Agent in Novotel Melbourne. Prior to that, she worked at Quest Mont Albert as a Front Desk Agent. She has also volunteered for the City of Melbourne and the Australia Federation of International Students.

Zara’s faith is of utmost importance to her, and she is grateful to have the encouragement of her family. She said, “They have been really supportive with my endeavours, and of course, a special shout out to my sister, Michellane, who made it possible for me to come here to Melbourne.”
Each Box Hill Institute course has its own entry requirements. Each course listing in this guide provides you with details on eligibility, selection criteria, study mode and how to apply.

There are two ways of applying for a course at Box Hill Institute:
1. Apply direct to Box Hill Institute
2. Application through
   › our authorised representatives in your country
   › most Australian Education Centres
   › Box Hill Institute booth at education exhibitions.

Submit the application form and the required documents to:
Box Hill International
Box Hill Institute
465 Elgar Road Box Hill,
Victoria 3128 Australia
The application form can be downloaded from the Box Hill Institute website:
https://www.boxhill.edu.au/international/international-students/
or by removing the form at the back of this booklet.
Email: int-applications@boxhill.edu.au

1. CHECK ADMISSION REQUIREMENTS

You must meet the entry requirements to be eligible to gain entry into a course. Check to see if the course requires any additional requirements such as:
> attendance at an information session or interview
> demonstration of portfolio if required
> completion of audition or assessment.

2. SUBMIT YOUR APPLICATION

If your application is successful, you will receive a Letter of Offer for a place at Box Hill Institute.

The time taken to assess your application depends on the prerequisites that need to be met. For example, applications for media, art, design and music often take longer than other programs.

If your application is unsuccessful, you will receive notification stating the reasons for this.

ABOUT YOUR OFFER
The Letter of Offer may include conditions.

Unconditional offers
If there are no conditions, secure your place by accepting the offer as soon as possible.

Conditional offers
If there are conditions, all conditions stated in the Letter of Offer must be met before accepting the offer. You are required to show evidence that you have met these conditions, for example: results of IELTS test, etc.

3. ACCEPT YOUR OFFER

ACCEPTANCE OF OFFER
> you must read the Refund Policy and the Student Agreement Form with Box Hill Institute which accompanied the Letter of Offer
> you must return the signed copy of the Student Agreement with Box Hill Institute either by fax, mail or email. (NOTE: Fees will not be accepted until we have received the signed copy of the Student Agreement with Box Hill Institute)
> pay the Course Fees and the Overseas Student Health Cover (OSHC), as stated in Letter of Offer, by bank cheque, credit card or telegraphic transfer.

OBTAIN YOUR PRE-DEPARTURE PACKAGE AND STUDENT VISA
After your acceptance documents have been received, Box Hill Institute will send you:
your Confirmation of Enrolment (COE) for application of your student visa
> Box Hill Institute’s Online Student Arrival Guide containing information on pre-departure and living in Australia information about accommodation and airport reception arrangements. Please submit the Accommodation and Airport Transfer Request Form a minimum of seven (7) working days prior to your arrival date
> you will need to apply for your student visa through an Australian diplomatic mission or one of Box Hill Institute’s representatives.

NOTE:
Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.
COURSE INFORMATION

English Language Intensive Courses for Overseas Students (ELICOS) 33
Art & Design 36
Automotive 39
Aviation 41
Beauty 44
Building 45
Business & Management 46
Children’s Services 49
Culinary Arts & Hospitality 52
Fashion 58
ICT & Information Management 60
Library Studies 68
Music & Production 69
Nursing & Health Programs 73
Science & Biosecurity 76
Sport & Fitness 78
VCAL 79

Full time
### ELICOS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Intake Dates</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH</td>
<td>Term 1: 18 January–23 February, 22 February–29 March</td>
<td>AUD $300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term 2: 12 April–18 May, 17 May–22 June</td>
<td></td>
<td></td>
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<td></td>
<td>Term 3: 5 July–10 August, 9 August–14 September</td>
<td></td>
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<tr>
<td></td>
<td>Term 4: 27 September–2 November, 1 November–7 December</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term 1: 17 January–22 February</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term 2: 11 April–17 May, 16 May–21 June</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Term 3: 4 July–9 August</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Term 4: 26 September–1 November, 31 October–6 December</td>
<td></td>
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</tr>
</tbody>
</table>

### ENGLISH - OCCUPATIONAL ENGLISH TEST

<table>
<thead>
<tr>
<th>Campus</th>
<th>Intake Dates</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH</td>
<td>January, July</td>
<td>AUD $8,500</td>
<td>20 weeks</td>
</tr>
</tbody>
</table>

### ART & DESIGN

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUA40315 Advanced Diploma of Graphic Design</td>
<td>BH</td>
<td>January, July</td>
<td>Diploma of Graphic Design or international equivalent</td>
<td>5.5</td>
<td>AUD $13,500</td>
<td>1 year</td>
</tr>
<tr>
<td>CUA40715 Certificate IV in Design</td>
<td>BH</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $8,200</td>
<td>6 months</td>
</tr>
<tr>
<td>CUA41115 Certificate IV in Photography and Photo Imaging</td>
<td>BH</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $9,900</td>
<td>6 months</td>
</tr>
</tbody>
</table>

### AUTOMOTIVE

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR0216 Diploma of Automotive Technology</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Automotive Mechanical Diagnosis or or international equivalent</td>
<td>5.5</td>
<td>AUD $8,045</td>
<td>6 months</td>
</tr>
<tr>
<td>AUR40216 Certificate IV in Automotive Mechanical Diagnosis</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate III in Light Vehicle Mechanical Technology or international equivalent</td>
<td>5.5</td>
<td>AUD $8,045</td>
<td>6 months</td>
</tr>
<tr>
<td>AUR60616 Certificate III in Light Vehicle Mechanical Technology</td>
<td>BH</td>
<td>January, July</td>
<td>Year 10 or international equivalent</td>
<td>5.5</td>
<td>AUD $16,250</td>
<td>1 year</td>
</tr>
</tbody>
</table>

### AVIATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVI50215 Diploma of Aviation (Commercial Pilot License - Aeroplane)**</td>
<td>BH, MA</td>
<td>March</td>
<td>Year 12 or international equivalent</td>
<td>5.5</td>
<td>AUD $90,500</td>
<td>14 months</td>
</tr>
<tr>
<td>AVI50415 Diploma of Aviation (Instrument Rating)*</td>
<td>BH</td>
<td>January, July</td>
<td>A current CASA Private Pilot /Commercial Licence</td>
<td>5.5</td>
<td>AUD $39,500</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

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* Students undertaking this course will be enrolled at Box Hill Institute (BHI). SOAR Advanced Flight Training is contracted by BHI to deliver the training and assessment on BHI's behalf. Upon completion, you will receive certification from Box Hill Institute. - Also see special admission requirements on Page 43.

Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.
<table>
<thead>
<tr>
<th>ACCOUNTING</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1201262 Bachelor of Commerce (Applied)</td>
<td>C</td>
<td>February, July, November</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $15,710/yr</td>
<td>3 years</td>
</tr>
<tr>
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<td>6.0</td>
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BH: Box Hill Campus (Elgar, Nelson) · C: City Campus · L: Lilydale Campus · *Please refer to boxhill.edu.au for current course information. The duration of this course may change. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course. Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.
### HOSPITALITY CONTINUED

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<th>Intake Dates</th>
<th>Academic Requirements</th>
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### INFORMATION COMMUNICATION TECHNOLOGY

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**FOOTNOTES**

- Please check boxhill.edu.au for up-to-date information.
- Prices listed may not include annual equipment costs (textbooks, course equipments/materials, excursions, uniforms, printing, etc).
  - Please note Service and Amenities Fee is $150 per year (indexed annually).
- Course delivery and work placement may occur on weekends, evening classes or during term break.
- Some Box Hill Institute courses will be undertaken across two or more campus locations.
- The information on course offerings contained on Page 29-32 is correct at printing July 2018.
ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (ELICOS)

In these courses, you will develop your English language skills by listening, speaking, reading and writing in English in small class environment. Only English is spoken in the classroom. Language skills are developed using communicative and integrated techniques. Specific skills such as grammar and vocabulary are contextualised, and lead to authentic language practice. Teaching materials have been specially prepared for the English language classroom, and wherever possible you will use authentic materials: English language textbooks, CDs, computer software, newspapers, videos and digital resources.

ENGLISH LANGUAGE REQUIREMENTS

› ELICOS - General English (Beginner) Upon successful completion, your language skill is assessed as Beginner entry-level by Box Hill Institute.
› ELICOS - General English (Elementary) Upon successful completion, your language skills is assessed as IELTS overall band score of 4.0 (Academic).
› ELICOS - General English (Pre-Intermediate) Upon successful completion, your language skills is assessed as IELTS overall band score of 5.0 (Academic).
› ELICOS - for Academic Purposes (Intermediate) Upon successful completion, your language skills is assessed as IELTS overall band score of 5.5 (Academic).
› ELICOS - for Academic Purposes (Upper Intermediate 1) Upon successful completion, your language skill is assessed as IELTS overall band score of 6.0 (Academic).
› ELICOS - for Academic Purposes (Upper Intermediate 2) Upon successful completion, your language skills is assessed as IELTS overall band score of 6.5 - 7.0 (Academic).

FURTHER STUDY OPTIONS

If you are an Inbound International student wishing to apply for entry into Box Hill Institute at a Certificate, Diploma or Degree level, you will need to successfully complete either the General English or the Academic Purpose program. The level you complete will then be assessed as meeting the English language requirements for vocational study.

CAMPUS LOCATION

ELICOS students have access to all Institute student facilities including:
› libraries
› computer laboratories and internet
› English language support services.

The Institute has successfully delivered ELICOS at its Box Hill campus for over 20 years.

All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

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ELICOS PATHWAY TO BOX HILL INSTITUTE CERTIFICATE AND DIPLOMA COURSES

Students wishing to enter Box Hill Institute courses at Certificate, Diploma and Degree level need to study at either upper intermediate or advanced level, and be assessed as meeting the English language requirements for further study.

CURRICULUM

ELICOS students develop their English language skills in listening, speaking, reading and writing.

Students practise English in a wide variety of social and personal contexts to develop their English language skills. ‘New Headway’, ‘Cutting Edge’, ‘Just Right’ and ‘Speakout’ are used during the course.

Students in Upper-Intermediate and Advanced courses develop their English language skills in preparation for tertiary studies at Australian Vocational Education and Training Institutes and universities.

METHODOLOGY

The ELICOS Centre uses teaching methods which are a combination of teacher-directed and student-centred learning.

Language skills are developed using communicative and integrated techniques. Specific skills such as grammar and vocabulary are contextualised, and lead to authentic language practice.

Classes use teaching materials which are as authentic as possible and have been specially prepared for the English language classroom.

‘ENGLISH ONLY’ RULE

The teachers positively encourage all students to use English only in the classroom. This ensures that all students maximise their opportunity to learn and practise their English skills.

STAFF

The teachers are all highly qualified and experienced in Teaching English to Speakers of Other Languages (TESOL).

The teachers actively engage students in a range of activities which reflect real life practical situations.

They also have specialist knowledge and skills in preparing students for IELTS and other tests.

ENTRY ASSESSMENT

At the start of the course, students are assessed by completing the Box Hill Institute Entry Placement Test as well as being interviewed. Following this, they are then placed in the appropriate class level.

Other English language proficiency tests such as IELTS and TOEFL are taken into consideration when placing students. The Box Hill Institute Offshore Pre-Entry Test is only used as a guide to determine class placement.

COURSE ASSESSMENT METHODS

Teachers are responsible for assessing students progress. Assessment methods (in listening, reading, writing and speaking skills) take a variety of forms including:

› in-class activities
› homework tasks
› participation in class work and activities
› formal and informal class tests
› interview with a staff member
› pair and group work
› research assignments
› Computer Assisted Language Learning (CALL) tasks
› level of participation in class work and class activities
› end of course tests.

DID YOU KNOW?

We also offer OET Preparation

English for Health (OET Preparation)
CRICOS 097282E
Location: Box Hill
Intake dates: Jan, July
Tuition fee: AUD $8,500
Duration: 20 weeks
SAMPLE ELICOS WEEKLY TIMETABLE

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
</tr>
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<tbody>
<tr>
<td>9:30AM</td>
<td>Speaking</td>
<td>Listening</td>
<td>Reading and Writing for Academic Research</td>
</tr>
<tr>
<td></td>
<td>Grammar</td>
<td>Speaking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production</td>
<td>Reading</td>
<td></td>
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<tr>
<td></td>
<td>CALL (Computer Assisted</td>
<td>Vocabulary</td>
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<tr>
<td></td>
<td>Language Learning)</td>
<td>Grammar</td>
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</tr>
<tr>
<td>12:00PM</td>
<td>Writing and Listening for</td>
<td>Reading for Academic Purposes</td>
<td>Speaking:</td>
</tr>
<tr>
<td></td>
<td>Academic Purposes</td>
<td></td>
<td>Meeting Australians</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Speaking and Listening</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Conversation Skills</td>
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<tr>
<td>12:30PM</td>
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<tr>
<td>3:00PM</td>
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GUIDE TO IMPROVING ENGLISH LANGUAGE

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<thead>
<tr>
<th>IELTS</th>
<th>To reach 5.5 equivalent</th>
<th>To reach 6.0 equivalent</th>
<th>To reach 6.5 equivalent</th>
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<tbody>
<tr>
<td>5.5</td>
<td>10 weeks</td>
<td>20 weeks</td>
<td>20 weeks</td>
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<tr>
<td>5.0</td>
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<tr>
<td>4.0</td>
<td>30 weeks</td>
<td>40 weeks</td>
<td>50 weeks</td>
</tr>
</tbody>
</table>

IMPORTANT INFORMATION FOR STUDENTS STUDYING ON A STUDENT VISA

It is a condition of enrolment that student visa-holders maintain 80% class attendance and make satisfactory academic progress in ELICOS. Satisfactory academic progress includes:

› participating in class activities
› demonstrating the development of their English language and study skills
› being competent in a minimum of 50% of the assessments.

Where a student has been accepted into a Certificate, Diploma or Degree course subject to reaching a required level of English language proficiency and the student does not reach that level of proficiency, the student will be asked to continue ELICOS classes for a further prescribed period. Where the student does not agree to further ELICOS study, he/she will not be accepted for entry to Certificate or Diploma level courses.

STUDENTS WITH WORKING HOLIDAY OR TOURIST VISAS

Students with Working Holiday or Tourist visas who wish to develop their English language skills are welcome. Students can study full or part-time and are able to begin at any time during the course.

CUSTOMISED STUDY TOUR PROGRAM

A full range of study tours is offered and each one is customised to the particular needs and requirements of the group. In addition to English classes, students have the opportunity to participate in cultural and outdoor activities.

boxhill.edu.au/international
### ART & DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRICOS:</th>
<th>Intake Dates</th>
<th>Academic Requirements</th>
<th>IELTS</th>
<th>2018 Course Fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>CUA60315</td>
<td>Advanced Diploma of Graphic Design</td>
<td>093400C</td>
<td>BH January, July</td>
<td>Diploma of Graphic Design or international equivalent</td>
<td>5.5</td>
<td>AUD $13,500</td>
<td>1 year</td>
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<tr>
<td>CUA50715</td>
<td>Diploma of Graphic Design</td>
<td>093399B</td>
<td>BH January, July</td>
<td>Year 11 or international equivalent with folio &amp; phone interview / Certificate IV in Design or international equivalent</td>
<td>5.5</td>
<td>AUD $15,000</td>
<td>1 year</td>
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<tr>
<td>CUA50915</td>
<td>Diploma of Photography and Photo Imaging</td>
<td>097279M</td>
<td>BH January, July</td>
<td>Year 11 or international equivalent, successful completion of the Certificate IV in Photo Imaging</td>
<td>5.5</td>
<td>AUD $12,500</td>
<td>1 year</td>
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<td>093398C</td>
<td>BH January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
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<td>CUA41115</td>
<td>Certificate IV in Photography and Photo Imaging</td>
<td>097278A</td>
<td>BH January, July</td>
<td>Year 11 or international equivalent, successful completion of the Certificate IV in Photo Imaging</td>
<td>5.5</td>
<td>AUD $9,900</td>
<td>6 months</td>
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</table>

**BH Box Hill campus**

### PATHWAYS

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Intake Dates</th>
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</table>

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

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**Materials** Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
CERTIFICATE IV IN DESIGN (CUA40715)

With this course you can develop your design skills in a range of areas, including graphic design, graphic art, industrial design, and product design. Gain diversified skills in design concepts, manual and digital techniques, media and communication. You’ll learn theory, practical skills and practices to continue developing artistically and professionally.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
This course prepares you for work in some limited junior design roles and for learning at higher levels across a broad range of design disciplines.

FURTHER STUDY OPTIONS
CUA50715 Diploma of Graphic Design (CRICOS 093399B) with a pathway into CUA60315 Advanced Diploma of Graphic Design (CRICOS 093400C). Further pathways into higher education programs may include a degree in Media and Communication.

CERTIFICATE IV IN PHOTOGRAPHY AND PHOTO IMAGING (CUA41115)

This course will help you develop a wide range of technical skills in photography and photo imaging, including lighting, image capture, enhancement, manipulation and output. You will acquire skills in using a digital camera, applying technical, theoretical and historical knowledge of photography, and develop concepts and solutions in response to a brief.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Retail, commercial, domestic portrait, media, wedding, illustrative, institutional and art photography.

FURTHER STUDY OPTIONS
CUA50915 Diploma of Photography and Photo Imaging (CRICOS 097279M), bachelor degree programs at any higher education institution.

DIPLOMA OF PHOTOGRAPHY AND PHOTO IMAGING (CUA50915)

In this course develop the skills to plan, capture and evaluate photographic imagery. You’ll learn to apply design theory and the ability to critically analyse and synthesise relevant information. Create your own folio from a range of projects including commercial, domestic portrait, media, wedding, illustrative, institutional and art photography.

ADMISSION REQUIREMENTS
Year 11 or international equivalent, CUA41115 Certificate IV in Photography and Photo Imaging (CRICOS 097278A).

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Retail, commercial, domestic portrait, media, wedding, illustrative, institutional and art photography.

FURTHER STUDY OPTIONS
Bachelor degree programs at any higher education institution.
DIPLOMA OF GRAPHIC DESIGN (CUA50715)

Design your own creative career with this course. In this course, you’ll develop the skills and knowledge required to become a successful graphic designer. You’ll learn design principles and elements, technical drawings, digital image development and illustration, and design for web environments. Your major studies will include design, design theory, digital art and design, finished art, graphic arts, graphic design, project management and web design.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, or a CUA40715 Certificate IV in Design (CRICOS: 093398C), and/or significant relevant industry experience. Folio review and/or phone interview may be required if you have not completed a Certificate IV Design level qualification.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Graphic designer.

FURTHER STUDY OPTIONS
CUA60315 Advanced Diploma of Graphic Design (CRICOS: 093400C) or a degree course in Media and Communication.

ADVANCED DIPLOMA OF GRAPHIC DESIGN (CUA60315)

If you’d like to deepen your understanding of the print and digital design industry, this course will help you gain the advanced skills you need to succeed in your creative pursuit. In this course, you’ll learn how to manage major projects and implement design solutions when you’re dealing with complex design briefs.

ADMISSION REQUIREMENTS
CUA50715 Diploma of Graphic Design (CRICOS: 093399B). Folio review and/or phone interview may be required.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Graphic design, advertising, publishing, digital media.

FURTHER STUDY OPTIONS
Degree course in Media and Communication.
AUTOMOTIVE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRICOS Code</th>
<th>Intake Dates</th>
<th>Academic Requirements</th>
<th>IELTS</th>
<th>2018 Course Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUR50216</td>
<td>Diploma of Automotive Technology</td>
<td>CRICOS: 091702E</td>
<td>BH January, July</td>
<td>Certificate IV in Automotive Mechanical Diagnosis or international equivalent</td>
<td>5.5</td>
<td>AUD $8,045</td>
<td>6 months</td>
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<tr>
<td>AUR40216</td>
<td>Certificate IV in Automotive Mechanical Diagnosis</td>
<td>CRICOS: 091655G</td>
<td>BH January, July</td>
<td>Certificate III in Light Vehicle Mechanical Technology or international equivalent</td>
<td>5.5</td>
<td>AUD $8,045</td>
<td>6 months</td>
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<tr>
<td>AUR30616</td>
<td>Certificate III in Light Vehicle Mechanical Technology</td>
<td>CRICOS: 091607D</td>
<td>BH January, July</td>
<td>Year 10 or international equivalent</td>
<td>5.5</td>
<td>AUD $16,250</td>
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PATHWAYS

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<th>Course Name</th>
<th>CRICOS Code</th>
<th>Duration</th>
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<tr>
<td>AUR30616</td>
<td>Certificate III in Light Vehicle Mechanical Technology</td>
<td>CRICOS: 091607D</td>
<td>1 year</td>
</tr>
<tr>
<td>AUR40216</td>
<td>Certificate IV in Automotive Mechanical Diagnosis</td>
<td>CRICOS: 091655G</td>
<td>6 months</td>
</tr>
<tr>
<td>AUR50216</td>
<td>Diploma of Automotive Technology</td>
<td>CRICOS: 091702E</td>
<td>6 months</td>
</tr>
</tbody>
</table>

CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY (AUR30616)

Enhance your skills as an automotive technician or mechanic with this hands on course. You’ll learn from current industry professionals how to inspect, service, diagnose and repair all automotive systems. This includes brakes, fuel systems, steering, suspension, electrical, engines, transmissions and much more!

Note: There is a practical workplace component (400 hours) to this course and you will be required to demonstrate that you can perform practical tasks competently in a workplace environment. A list of prospective employers will be provided to assist you in finding a work placement. However, it is your responsibility to contact these employers to secure the practical workplace component of this course.

ADMISSION REQUIREMENTS

Australian Year 10 or international equivalent, at least 18 years of age, sufficient literacy and numeracy skills, steel-capped safety boots or shoes, combination type overalls must be worn. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES

Mechanical assistant, diesel mechanic, automotive technical advisor, master technician, repair specialist, team leader, workshop manager.

FURTHER STUDY OPTIONS

AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS: 091655G), AUR50216 Diploma of Automotive Technology (CRICOS: 091702E).

For units list, please visit: www.boxhill.edu.au/international

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CERTIFICATE IV IN AUTOMOTIVE MECHANICAL DIAGNOSIS (AUR40216)

This course covers the skills and knowledge required to perform advanced diagnostic operations in the automotive retail, service and repair environment. You will learn how to diagnose complex faults in light vehicle petrol engines, electronic spark ignition engine management systems and braking systems as well as test engines using a dynamometer.

ADMISSION REQUIREMENTS
AUR30616 Certificate III in Light Vehicle Mechanical Technology (CRICOS: 091607D), or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Pathway to higher skilled employment/training opportunities.

FURTHER STUDY OPTIONS
AUR50216 Diploma of Automotive Technology (CRICOS: 091702E).

DIPLOMA OF AUTOMOTIVE TECHNOLOGY (AUR50216)

This course will teach you the skills and knowledge required to diagnose, analyse, evaluate, design and modify automotive electrical and mechanical systems. It is suitable for those working in the automotive service and repair industry at the forefront of the implementation of new technologies.

ADMISSION REQUIREMENTS
AUR30616 Certificate III in Light Vehicle Mechanical Technology (CRICOS: 091607D) and AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS: 091655G). Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Pathway to higher skilled employment opportunities.

FURTHER STUDY OPTIONS
Further study in Automotive in Advanced Diploma or degrees at other institutes or universities.
AVIATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>CRICOS</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>AVI50215</td>
<td>Diploma of Aviation (Commercial Pilot Licence - Aeroplane)</td>
<td>092291M</td>
<td>BH, MA</td>
<td>March</td>
<td>Year 12 or international equivalent</td>
<td>5.5</td>
<td>AUD $90,500</td>
<td>14 months</td>
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<td>AVI50415</td>
<td>Diploma of Aviation (Instrument Rating)</td>
<td>092292K</td>
<td>BH, MA</td>
<td>January, June</td>
<td>A current CASA Private Pilot /Commercial Licence</td>
<td>5.5</td>
<td>AUD $39,500</td>
<td>13 weeks</td>
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</tbody>
</table>

BH Box Hill campus - MA Moorabin Airport

*Students undertaking this course will be enrolled at Box Hill Institute (BHI). Soar Advanced Flight Training (SAFT) is contracted by BHI to deliver the training and assessment on BHI’s behalf. Upon completion, you will receive certification from Box Hill Institute. Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.

~Also see special admission requirements on Page 43.

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

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For Sam Sohki, it was fate that led him to the Diploma of Aviation (Commercial Pilot Licence – Aeroplane) offered by Box Hill Institute and Soar Advanced Flight Training. Two days before it was due to start, Sam’s Dad discovered the course and its inclusion as a VET Fee Help course.

Sam is 21 and said, “I love being able to fly. I love it. And I’m really excited to get my Commercial Pilot’s Licence and go out there and experience the world.”

Sam’s inspiration for flying is his mentor and cousin who is a pilot for Etihad Airways. Of his experience learning to fly, Sam said, “It’s a feeling that you can’t really express in words. The first time is like wow, I’m really up here. It’s a different world up there than being down on the ground.”

“The moment you take off, you feel the power, the adrenalin rush. You never get enough of it, day in, day out. No matter what the weather is, it’s just exciting to get up there,” he said.

The Box Hill Institute and Soar Advanced Flight Training part-time course allows Sam to keep his work life separate from study life. He said, “It’s great and the technology is good. We never have any problems with it. The way it’s all scheduled means there’s no problem learning material, although some afterhours study is required.”

Sam said the real benefit of the course is the insight and experience of the instructors. He said that because instructors come from different backgrounds, they can easily relate to students. The instructors can warn students about mistakes they made when they were studying. “It makes it a lot easier because you know it’s coming from someone experienced in the industry; with a lot of hours under their belt.”

“The environment is really relaxed and chilled out. Teachers know their stuff and you can ask them anything. They have the experience to relate to what we’re learning and so it makes it a lot easier,” he said.
DIPLOMA OF AVIATION (COMMERCIAL PILOT LICENCE - AEROPLANE) (AVI50215)^

If you've been dreaming of a career as a commercial pilot, this course is your first-class ticket to an exciting career in aviation. We deliver this course with Soar Advanced Flight Training, which provides the instructional flight training. Fast track your career in aviation with this course, learning from experienced and knowledgeable instructors and getting access to state of the art equipment.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. You must also hold or be able to hold a CASA Class 1 Medical Certificate and be at least 18 years of age once Commercial Pilot Licence is issued. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic) with no band less than 5.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page. Requirement during the course: The International Civil Aviation Organisation (ICAO) requires proof of an Aviation Language International Test of English (ALITE) of at least level 4 (operational English) or above, before students are able to fly solo during their flight training or before they can complete their Private Pilot Licence exams (PPL).

EMPLOYMENT OPPORTUNITIES
Charter pilot, a flight instructor, agricultural operations pilot, commercial airline pilot, search and rescue pilot, fire spotting and aerial surveyor, joy flight operator, air ambulance pilot.

FURTHER STUDY OPTIONS
Further your studies in Aviation, Aviation Management, Chief Flight Instructor or Pilot in Command.

DIPLOMA OF AVIATION (INSTRUMENT RATING) (AVI50415)^

Don’t let the weather limit your ability to fly. Learn how to take on the challenging, exciting ability of flying an aircraft solely with reference to instruments in a variety of weather conditions. Gain theory skills in preparation for the Instrument Rating Exam (IREX), before gaining intensive simulator training, a multi engine endorsement, and dual navigation exercises.

ADMISSION REQUIREMENTS
Current Civil Aviation Safety Authority (CASA) Private Pilot Licence or CASA Commercial Pilot Licence, and 50 Pilot in Command Navigation hours, a Class 1 or Class 2 Aviation Medical (as applicable) and an ASIC (Aviation Security Identification Card).

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic), with no band score less than 5.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page. In addition, the International Civil Aviation Organisation (ICAO) requires proof of an Aviation Language International Test of English (ALITE) of at least level 4 (operational English) or above, before international students are able to fly solo during their flight training or before they can complete their Private Pilot Licence exams (PPL).

EMPLOYMENT OPPORTUNITIES
Charter pilot, flight instruction, agricultural operations, airline, search and rescue, fire spotting, aerial survey, air ambulance, joy flights, emergency services, charter and freight operation, air work/agricultural operations, major and regional airlines, flight training organisations, seasonal bushfire spotting and beach patrols.

FURTHER STUDY OPTIONS
Further your studies in Aviation, Aviation Management, Chief Flight Instructor or Pilot in Command.
BEAUTY

DIPLOMA OF BEAUTY THERAPY (SHB50115)*

Would you like to work in a 5 star resort, day spa or beauty salon as a beauty therapist? Then our beauty therapy diploma course is made for you. You’ll become an expert in the most up to date beauty treatment skills and knowledge. Learn to practice the healing methods of hydrotherapy, aromatherapy and massage. Advance your skills in traditional beauty therapy with a holistic approach. Gain confidence and hands-on experience in our simulated day spa environment.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Beauty salons, spa retreats, resorts and hairdressing salons that provide beauty services.

FURTHER STUDY OPTIONS
Further study at another higher education institution such as a degree program in Health Science (Dermal Therapies), or a diploma in Salon Management.

For units list, please visit: www.boxhill.edu.au/international

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee $AUD150 per calendar year for 2018 (fee indexed yearly).
Materials Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
Prepare for a creative career as an architectural building designer or draftsperson. In this course you’ll learn about architectural design and the construction of residential and commercial buildings, with a focus on sustainable design. From teachers who are industry leaders in their field, you’ll also gain skills in design and technical drawing, project management and new technologies including cross laminated timber building design.

**ADMISSION REQUIREMENTS**
Australian Year 12 or international equivalent. Visit [www.boxhill.edu.au/international/courses-for-international-students](http://www.boxhill.edu.au/international/courses-for-international-students) for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit [www.boxhill.edu.au/international/how-to-apply](http://www.boxhill.edu.au/international/how-to-apply) on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**
Architectural technician/draftsperson for architects, building contractors, and building designers or in the building management department of commercial enterprises or government departments.

**FURTHER STUDY OPTIONS**
Further study in architectural degrees at other institutes or universities.

Please Note: Entry into all courses depends on availability and the successful completion of all requirements or award of the lower level qualification. Discipline specific entry requirements might apply. Check individual university websites for pathways details.

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee $AUD150 per calendar year for 2018 (fee indexed yearly).
Materials Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
BUSINESS & MANAGEMENT

ACCOUNTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1201262</td>
<td>Bachelor of Commerce (Applied)</td>
<td>C</td>
<td>February, July, November</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $15,710/yr</td>
<td>3 years</td>
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<td>Associate Degree of Commerce (Applied)</td>
<td>C</td>
<td>February, July</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $15,710/yr</td>
<td>2 years</td>
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<td>July</td>
<td>Certificate IV in Accounting or international equivalent</td>
<td>5.5</td>
<td>AUD $8,850</td>
<td>6 months</td>
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<tr>
<td>FNS40615</td>
<td>Certificate IV in Accounting*</td>
<td>BH</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $6,600</td>
<td>6 months</td>
</tr>
</tbody>
</table>

BUSINESS

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
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<th>2018 Course fee</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>BSB50215</td>
<td>Diploma of Business</td>
<td>BH</td>
<td>July</td>
<td>Year 12 or Certificate IV in Business or international equivalent</td>
<td>5.5</td>
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<td>Certificate IV in Business</td>
<td>BH</td>
<td>January</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $6,660</td>
<td>6 months</td>
</tr>
</tbody>
</table>

BH Box Hill campus · C City campus

Please refer to boxhill.edu.au for current course information. The duration of this course may change. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course.

PATHWAYS

For units list, please visit: www.boxhill.edu.au/international

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee $AUD150 per calendar year for 2018 (fee indexed yearly).
Materials Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
**CERTIFICATE IV IN BUSINESS (BSB40215)**

In this course as part of your BSB50215 Diploma of Business (CRICOS: 087174C), learn essential business skills, such as developing text documents and spreadsheets, maintaining financial records and creating eye catching presentations. You’ll also learn how to organise meetings, coordinate business resources and deliver outstanding customer service, as well as various other business-related subjects.

**ADMISSION REQUIREMENTS**
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**
Administration officer, project officer, marketing or sales assistant.

**FURTHER STUDY OPTIONS**
BSB50215 Diploma of Business (CRICOS: 087174C), CRS1201262 Bachelor of Commerce (Applied) (CRICOS: 073180J) or a degree course at any other chosen university.

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**CERTIFICATE IV IN ACCOUNTING (FNS40615)**

This accounting course will equip you with the skills to successfully obtain employment in the field of accounting, working with budgets, costing, assets and inventory. You will learn how to prepare basic financial statements, budgets, and asset and inventory registers. This course enables you to work in a business environment and complete office tax forms.

**ADMISSION REQUIREMENTS**
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**
Budget assistant, costing clerk, asset and inventory clerk, accounts assistant.

**FURTHER STUDY OPTIONS**
Guaranteed entry into FNS50215 Diploma of Accounting (CRICOS: 090727D) and CRS1201262 Bachelor of Commerce (Applied) (CRICOS: 073180J). You may be eligible for Credit Transfers (up to four subjects).

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**DIPLOMA OF BUSINESS (BSB50215)**

This course is delivered in conjunction with BSB40215 Certificate IV in Business CRICOS: 086907A to enhance your learning and career prospects. You’ll gain essential business skills, such as delivering customer service, managing finances and producing documents, event management, writing skills, project management, human resources and marketing principles.

**ADMISSION REQUIREMENTS**
Australian Year 12 or international equivalent, or a BSB40215 Certificate IV in Business CRICOS: 086907A or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**
Manager, program consultant, program coordinator.

**FURTHER STUDY OPTIONS**
After successful completion, you may choose to apply for further study in the CRS1201262 Bachelor of Commerce (Applied) (CRICOS: 073180J) or a degree qualification at your chosen degree providers.
### DIPLOMA OF ACCOUNTING (FNS50215)*

This course teaches you how to prepare income tax returns, financial reports for reporting entities, and how to prepare and maintain complex budgets and forecasts. You will learn to develop and implement internal control procedures, marketing activities, and financial strategies. You will also learn to develop, implement and measure performance management systems.

**ADMISSION REQUIREMENTS**

FNS40615 Certificate IV in Accounting (CRICOS: 090726E) or equivalent.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Company financial reporting, financial management projects, internal control, a projects costing officer.

**FURTHER STUDY OPTIONS**

CRS1201263 Bachelor of Commerce (Applied) (CRICOS: 073180J) at Box Hill Institute or degree level courses at other providers.

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### ASSOCIATE DEGREE OF COMMERCE (APPLIED) (CRS1201263)

This course gives you the ability to develop practical business skills in a flexible learning environment. This course is designed to meet emerging demands in the industry. You'll be exposed to realistic business issues and environments, with guidance from passionate teachers. Your learning will focus on key areas including accounting, finance management, marketing, business ethics, communication and international business (subject to number of students enrolled).

**ADMISSION REQUIREMENTS**

Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Generalist business positions in industry, commerce, banking, finance, public and non-profit sectors.

**FURTHER STUDY OPTIONS**

CRS1201263 Bachelor of Commerce (Applied) (CRICOS: 073180J) You may be eligible for credit equivalent of 4 semesters in duration and can complete it within 1 year of full time study.

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### BACHELOR OF COMMERCE (APPLIED) (CRS1201262)

Develop practical business skills in a flexible learning environment to start your career. This course is designed to meet emerging demands in the industry. You’ll be exposed to real business issues and environments, with the guidance of passionate teachers. Your learning will focus on key areas including accounting, finance management, marketing, business ethics, communication and international business.

**ADMISSION REQUIREMENTS**

You must have completed an Australian Year 12 or International equivalent with a pass. Relevant employment experience in industry and/or other undergraduate studies will be considered for subject exemptions. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. A minimum TOEFL score of 550 for paper examination, 213 for computer based and 79 for Internet based.

**EMPLOYMENT OPPORTUNITIES**

Accountant, business analysts, economist, international trader and consultant.

**FURTHER STUDY OPTIONS**

Post-graduate studies at a range of universities.
For 19-year old Rheea, leaving her family in Mauritius to pursue her studies alone in Australia was a massive step. As the first person in her family to complete higher studies, she has been driven by the desire to be independent and to make her family proud but she has had to be her own mentor along the way. Rheea studied the CRS1201262 Bachelor of Commerce (Applied) (CRICOS: 073180J) at our City Campus. She said, “The staff were very friendly, especially the international, marketing and commerce departments. Everyone really helped me to adjust to life in Melbourne, which is completely different to Mauritius. Every day was a new adventure.

“The City Campus is on Flinders Lane, which is a really pleasant and busy laneway famous for its cafés. The campus is also next to the City Library, which has a huge variety of research books. You can revise and prepare assignments and we also have access to computers and free Wi-Fi,” she said.

As part of her course, Rheea has had to give formal presentations, which she really enjoyed. She said, “The presentations really helped me discover my public speaking talent and boosted my courage.

“The group discussions in classes are really enriching and interesting as you see different people from different background sharing their views and culture. The small classes give us all the opportunity to express ourselves and gain individual attention from our lecturers. The teachers are really accessible. They make sure everyone is participating in class,” she said.

Like many students, Rheea is acutely aware that she would not have achieved all she has today without the support of her parents and many Box Hill Institute staff. She said, “I just want to let them know that I really value their presence in my life and again thanks for everything.”

“Everyone really helped me to adjust to life in Melbourne, which is completely different to Mauritius.”
### CULINARY ARTS & HOSPITALITY

| CRS1201266 Bachelor of Hospitality Management | CRSICOS: 058293C | C | February, July, November | Year 12 or international equivalent | 6.0 | AUD $16,010/yr | 3 years |
| CRS1201267 Associate Degree in Hospitality Management | CRSICOS: 058292D | C | February, July, November | Year 12 or international equivalent | 6.0 | AUD $16,010/yr | 2 years |
| SIT50416 Diploma of Hospitality Management specialising in Bars, Hotels, Restaurants | CRSICOS: 091006G | BH | January, July | Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants or equivalent | 5.5 | AUD $7,700 | 6 months |
| SIT50416 Diploma of Hospitality Management specialising in Commercial Cookery | CRSICOS: 091006G | BH | January, July | Certificate IV in Commercial Cookery | 5.5 | AUD $7,600 | 6 months |
| SIT50416 Diploma of Hospitality Management specialising in Patisserie | CRSICOS: 091006G | BH | January, July | Certificate IV in Patisserie | 5.5 | AUD $7,650 | 6 months |
| SIT40416 Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants | CRSICOS: 090965A | BH | January, July | Year 12 or international equivalent | 5.5 | AUD $6,600 | 6 months |
| SIT40516 Certificate IV in Commercial Cookery | CRSICOS: 092305K | BH | January, July | Certificate III in Commercial Cookery or international equivalent | 5.5 | AUD $7,250 | 6 months |
| SIT40716 Certificate IV in Patisserie | CRSICOS: 092303A | BH | January, July | Certificate III in Patisserie or international equivalent | 5.5 | AUD $9,400 | 6 months |
| SIT30816 Certificate III in Commercial Cookery | CRSICOS: 092304M | BH | January, July | Year 11 or international equivalent | 5.5 | AUD $14,300 | 1 year |
| SIT31016 Certificate III in Patisserie | CRSICOS: 092302B | BH | January, July | Year 11 or international equivalent | 5.5 | AUD $14,300 | 1 year |

#### BH Box Hill campus • C City campus

### PATHWAYS

- **SIT31016 Certificate III in Patisserie**
  - CRSICOS: 092302B / 1 year

- **SIT30816 Certificate III in Commercial Cookery**
  - CRSICOS: 092304M / 1 year

- **SIT40416 Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants**
  - CRSICOS: 090965A / 6 months

- **SIT40516 Certificate IV in Commercial Cookery**
  - CRSICOS: 092305K / 6 months

- **SIT40716 Certificate IV in Patisserie**
  - CRSICOS: 092303A / 6 months

- **SIT30816 Certificate III in Commercial Cookery**
  - CRSICOS: 092304M / 1 year

- **SIT40516 Certificate IV in Commercial Cookery**
  - CRSICOS: 092305K / 6 months

- **SIT40716 Certificate IV in Patisserie**
  - CRSICOS: 092303A / 6 months

- **SIT50416 Diploma of Hospitality Management specialising in Patisserie**
  - CRSICOS: 091006G / 6 months

- **SIT50416 Diploma of Hospitality Management (specialising in Commercial Cookery)**
  - CRSICOS: 091006G / 6 months

- **SIT50416 Diploma of Hospitality Management (specialising in Bars, Hotels, Restaurants)**
  - CRSICOS: 091006G / 6 months

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**For units list, please visit:** www.boxhill.edu.au/international

**Note:** Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

**International** All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

**Service and Amenities** Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

**Materials** Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
CERTIFICATE III IN PATISSERIE (SIT31016)

Would you like to use your creativity to produce patisserie? Our patisserie course provides you with comprehensive training in all aspects of patisserie. In this cooking course, gain the culinary skills to make a variety of cakes, with a focus on both gluten-free and dairy-free products. Learn the techniques for a range of pastries including croissants, fruit tartlets, danishes, and éclairs. Practise how to produce gateaux and petit fours, using various techniques and skills to create high-quality finishes that are of industry standard.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Pastry chef, patissier.

FURTHER STUDY OPTIONS

CERTIFICATE III IN COMMERCIAL COOKERY (SIT30816)

Gain the culinary skills and expertise you need with our commercial cookery course. If you’re a mature aged student who would like to become a qualified commercial cook, this non-apprenticeship course is for you. Learn everything from making bread and filleting fish, to creating menus and cooking specialist dishes from recipes provided by top chefs. In our cooking course, grab the opportunity to enter a range of prestigious industry awards and competitions.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Head chef, Sous chef in commercial kitchen environments eg, hotels, restaurants, cafes, clubs, event catering organisations, airlines, hospitals, student accommodation areas, industry cafeterias and corporate organisations.

FURTHER STUDY OPTIONS

CERTIFICATE IV IN COMMERCIAL COOKERY (SIT40516)

Be the supervisor or team leader in the kitchen with our commercial cookery course. You’ll gain the skills and confidence to operate independently or with limited guidance from others and use discretion to solve non-routine problems. In this practical culinary course, prepare to become a commercial cook who can lead kitchen teams. With classroom lessons and practical placement, you’ll be ready for work in a variety of venues such as restaurants, hotels, clubs, pubs, cafés, and coffee shops, or you can run a small business in these sectors.

ADMISSION REQUIREMENTS
SIT30816 Certificate III in Commercial Cookery (CRICOS: 092304M) or equivalent.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Chef or chef de partie in restaurants, hotels, clubs, pubs, cafés, and coffee shops, or self-employment.

FURTHER STUDY OPTIONS
SIT50416 Diploma of Hospitality Management specialising in Commercial Cookery (CRICOS: 091006G) then on to the CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).
## Certificate IV in Hospitality (Specialising in Bars, Hotels, Restaurants) (SIT40416)

To work in the thriving hospitality industry you'll need energy, enthusiastic and excellent skills. Use our hospitality course to gain the skills and knowledge to work in the industry in a range of venues. You will gain practical skills in food and beverage service, learn how to responsibly serve alcohol and follow workplace hygiene procedures.

### Admissions Requirements
Australian Year 12 or international equivalent.

### English Language Requirements
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

### Employment Opportunities
Bar supervisor or team leader, concierge, duty manager, food and beverage supervisor or team leader, front office supervisor or team leader, housekeeping supervisor or team leader, gaming supervisor or team leader, shift manager.

### Further Study Options
SIT50416 Diploma of Hospitality Management specialising in Bars, Hotels, Restaurants (CRICOS: 091006G) then onto the CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).

### CRICOS Code
090965A

### Intake Dates
January and July

### Location
Box Hill

### Duration
6 months

## Certificate IV in Patisserie (SIT40716)

Advance your pastry chef career with our patisserie course, which will provide you with the skills to confidently apply for positions such as pastry chefs with a supervisory or team leader role in the kitchen. After completing this 6-month culinary course, you'll be ready and able to operate independently or with limited guidance from others and use discretion to solve non-routine problems. You will also learn key skills to assist in the day to day running of a business.

### Admissions Requirements
SIT31016 Certificate III in Patisserie (CRICOS: 092302B) or equivalent.

### English Language Requirements
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

### Employment Opportunities
Chef de partie or chef patissier in patisseries, restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops.

### Further Study Options
SIT50416 Diploma of Hospitality Management specialising in Patisserie (CRICOS: 091006G) then onto the CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).

### CRICOS Code
092303A

### Intake Dates
January and July

### Location
Box Hill

### Duration
6 months

## Diploma of Hospitality Management (Specialising in Patisserie) (SIT50416)

In our hospitality management course, you will learn how to use a broad range of hospitality skills combined with managerial skills and sound industry knowledge to coordinate hospitality operations. After completing this hospitality course, you will be ready to operate independently, have responsibility for others and make a range of operational business decisions.

### Admissions Requirements
SIT31016 Certificate III in Patisserie (CRICOS: 092302B) and SIT40716 Certificate IV in Patisserie (CRICOS: 092303A).

### English Language Requirements
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

### Employment Opportunities
Banquet or function manager, bar manager, café manager, chef de cuisine.

### Further Study Options
CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).

### CRICOS Code
091006G

### Intake Dates
January and July

### Location
Box Hill

### Duration
6 months
“Box Hill institute is a large school with full facilities, many international students, many campuses and it is easy to connect to the city and other places around Melbourne.”

JAMIE TRAN VAN KHA
SIT31016 CERTIFICATE III IN PATISSERIE (CRICOS: 092302B)

Jamie Tran Van Kha has embraced the philosophy of Vietnam’s KOTO – Know One, Teach One, where he obtained his Certificate II in Kitchen Operation. He obtained a scholarship from KOTO and completed a SIT31016 Certificate III in Patisserie (CRICOS: 092302B) with Box Hill Institute in 2016. He is now studying a SIT40716 Certificate IV in Patisserie (CRICOS: 092303A) and a SIT50416 Diploma of Hospitality Management specialising in Patisserie (CRICOS: 091006G). When he’s finished his course, he plans to use his passion for pastry to teach disadvantaged children and help create a bright future for them.

“I love studying at Box Hill as there are small classes and many different cultures but we are all learning together and helping one another. Our teacher is a professional chef and he has experience that he shares with us to help us become a good team,” he said.

Jamie said, “Box Hill institute is a large school with full facilities, many international students, many campuses and it is easy to connect to the city and other places around Melbourne. I’m proud that Box Hill Institute has partnered KOTO to sponsor disadvantaged children and help them train for a job. Thanks to KOTO founder, Jimmy Pham and Box Hill institute, I can stand on my own two feet and support my family and other people.”
DIPLOMA OF HOSPITALITY MANAGEMENT (SPECIALISING IN COMMERCIAL COOKERY) (SIT50416)

If you’re a senior operator, tap into our hospitality management course to develop a broad range of hospitality and managerial skills and a sound knowledge of the industry so you can coordinate hospitality operations. This hospitality course provides a pathway to work in any hospitality industry sector as a departmental or small business manager. You can multi-skill or specialise in accommodation services, cookery, food and beverage and gaming.

ADMISSION REQUIREMENTS
SIT40516 Certificate IV in Commercial Cookery (CRICOS: 092305K), or equivalent.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic) with no band less than 5.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Banquet or function manager, bar manager, café manager, chef de cuisine.

FURTHER STUDY OPTIONS
CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).

CRICOS CODE
091006G

INTAKE DATES
January and July

LOCATION
Box Hill

DURATION
Ft 6 months OR 2 years years
(incorporates the SIT30816 Certificate III in Commercial Cookery (CRICOS: 092304M) - 1 year and SIT40516 Certificate IV in Commercial Cookery (CRICOS: 092305K) - 6 months

DIPLOMA OF HOSPITALITY MANAGEMENT (SPECIALISING IN BARS, HOTELS AND RESTAURANTS) (SIT50416)

Are you a highly skilled senior operator in the hospitality industry? Our hospitality management course gives you the advanced skills and knowledge to succeed. With this hospitality qualification, you’ll confidently use a broad range of hospitality and managerial skills and sound knowledge of the industry to coordinate hospitality operations. With our hospitality qualification, you’ll confidently seek employment in the hospitality industry in a range of venues from bars and hotels to fine dining restaurants.

ADMISSION REQUIREMENTS
SIT40416 Certificate IV in Hospitality (specialising in Bars, Hotels, Restaurants) (CRICOS: 090965A).

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Banquet or function manager, bar manager, café manager, chef de cuisine, chef patissier, club manager, executive housekeeper, front office manager, gaming manager, kitchen manager, motel manager, restaurant manager, sous chef, unit manager catering operations.

FURTHER STUDY OPTIONS
CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C).

CRICOS CODE
091006G

INTAKE DATES
January and July

LOCATION
Box Hill

DURATION
Ft 6 months OR 1 year
(incorporates SIT40416 Certificate IV in Hospitality (specialising in Bars, Hotels, Restaurants) (CRICOS: 090965A) - 6 months of this course)
ASSOCIATE DEGREE OF HOSPITALITY MANAGEMENT (CRS1201267)

If you’re looking to advance in the hospitality industry, use our hospitality management course to increase your prospects of getting a senior hospitality position. In our 2 year hospitality course teaches hospitality and management subjects such as marketing concepts, business economics and how to manage accounting in relation to decision-making. You will gain skills in project management and organisational behaviour, conducting social research, and analysing business statistics.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Function manager, account manager, sales and marketing roles in hospitality organisations, human resource manager, food and beverage manager, restaurant manager, small business operator, conference/convention and/or event manager.

FURTHER STUDY OPTIONS
CRS1201266 Bachelor of Hospitality Management (CRICOS: 058293C) for an additional year of study.

BACHELOR OF HOSPITALITY MANAGEMENT (CRS1201266)

This degree course has a strong focus on practical learning. You will develop skills in accounting, marketing, business and hospitality law and workplace communications. You will learn about strategic project management, contemporary issues in hospitality and contemporary human resources management. You will also have the opportunity to practice your skills with a work-based hospitality management project.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Function coordinator, account manager, sales and marketing roles in hospitality organisations, human resource manager, food and beverage manager, restaurant manager, small business operator, conference/convention and/or event manager.

FURTHER STUDY OPTIONS
Further study at another higher education institution.
**EARLY CHILDHOOD**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1201270 Bachelor of Early Childhood Education CRICOS: 075815G</td>
<td>L February, July</td>
<td>Diploma of Early Childhood Education and Care or international equivalent</td>
<td>7.0</td>
<td>AUD $16,810/yr</td>
<td>3.5 years</td>
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<tr>
<td>BH January, July</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $16,810/yr</td>
<td>1.5 years</td>
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</table>

**PATHWAYS**

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee SAUD150 per calendar year for 2018 (fee indexed yearly).

Materials Fee approximately SAUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (CHC50113)

Gain the skills and knowledge to work as a qualified early childhood educator with this course. You’ll learn how to design and implement educational programs and enhance your abilities in the principles and practices of early childhood pedagogy, child development, health and wellbeing. Learn on campus with experienced and supportive trainers, in practical children’s services simulation rooms and during extensive industry work placement.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Complete questionnaire, IELT requirements, Vaccination/immunisation record* - given to you on enrolment day to be signed by your GP. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

*Students who accept an offer of a place must provide evidence of having commenced an immunisation course against Hepatitis B and must be fully immunised against Rubella and Tetanus. An immunisation against Hepatitis A is also advisable.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Early Childhood Educator.

FURTHER STUDY OPTIONS
CRS1201270 Bachelor of Early Childhood Education (CRICOS: 075815G).

BACHELOR OF EARLY CHILDHOOD EDUCATION (CRS1201270)

Develop the knowledge and skills you need to be an effective early childhood teacher and leader with this course. In this course, you will learn to demonstrate an exemplary standard of teaching and be adaptable and highly proficient in critical and future thinking with a sound grasp of early childhood teaching and pedagogy. After graduation, you will be able to register as an early childhood teacher and teach across a range of early childhood settings.

The course is delivered through occasional weekend intensive workshops and regular evening tutorials, self paced and on-line activities and industry related assessment. Each subject has 30 hours face to face time and 5 hours of on-line tasks. You will study 32 core subjects and undertake 80 days practicum over the course duration in a range of early childhood settings.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Current National Police Record Check, Working with Children Check, interview. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements, including the requirement of successful completion of a tertiary entrance mathematics test (TEMT).

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 7.0 (Academic) with no band less than 7.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Early childhood teacher.

FURTHER STUDY OPTIONS
Masters Degree in Education at a University of your choice.

ACCREDITATION
This course has national recognition and accreditation with Australian Children’s Education and Care Quality Authority (ACECQA).
# FASHION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic Requirements</th>
<th>IELTS</th>
<th>2018 Course Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1201269</td>
<td>Bachelor of Fashion</td>
<td>BH</td>
<td>February</td>
<td>Year 12 or International equivalent</td>
<td>6.0</td>
<td>AUD $18,010/yr</td>
<td>3 years</td>
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<tr>
<td>CRICOS: 071727F</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CRS1300160</td>
<td>Bachelor of Fashion Merchandising</td>
<td>C</td>
<td>February</td>
<td>Year 12 or International equivalent</td>
<td>6.0</td>
<td>AUD $18,010/yr</td>
<td>3 years</td>
</tr>
<tr>
<td>CRICOS: 080247C</td>
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</tr>
</tbody>
</table>

BH Box Hill campus  -  C City campus

### PATHWAYS

- CRS1201269 Bachelor of Fashion  
  CRICOS: 071727F / 3 years
  
- OR
  
- CRS1300160 Bachelor of Fashion Merchandising  
  CRICOS: 080247C / 3 years

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

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**International** All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

**Service and Amenities** Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

**Materials** Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
BACHELOR OF FASHION MERCHANDISING (CRS1300160)

This course provides exciting career opportunities in the rapidly changing fashion retail industry. You will develop your skills as a fashion buyer, forecasting trends to create a fashion range and then merchandise the range in a 3D virtual store. Gain insights to digital merchandising and marketing with a focus on current and emerging technologies that is relevant to the constantly changing retail landscape. Benefit from completing an internship in a high profile fashion company (examples include Myer, CottonOn, Kmart and Designworks) to gain career opportunities.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Fashion buyer, merchandiser, visual merchandiser, product developer, retail manager, marketing assistant or self employed as either a fashion boutique or online retailer.

FURTHER STUDY OPTIONS
Postgraduate study such as a Masters of Marketing.

BACHELOR OF FASHION (CRS1201269)

In this course you will gain the skills and knowledge required to work in the industry as a fashion designer. You will study subjects ranging from design, pattern making and business through to marketing your collection. You will be studying and designing in our brand new design hub, working with mentors, creatives and you will work alongside our Emerging Designer Studio. In your final year, you will design, and create a showcase collection for our inspiring graduate fashion parade, La Mode.

You will also undertake a major industry project in consultation with a high-profile fashion retail brand where you will research, plan and develop a comprehensive merchandising solution.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Folio demonstrating concept development and fashion illustration and photos of 1 - 2 final garments you have produced. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Fashion designer, product developer, pattern technician, production manager, trend forecaster, self-employment.

FURTHER STUDY OPTIONS
Postgraduate studies such as a Design or Masters of Arts.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1201256</td>
<td>Bachelor of Computer Systems</td>
<td>BH</td>
<td>February, July, November</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,410/yr</td>
<td>3 years</td>
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<tr>
<td>CRS1201257</td>
<td>Associate Degree in Computer Systems</td>
<td>BH</td>
<td>February, July, November</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,410/yr</td>
<td>2 years</td>
</tr>
<tr>
<td>ICT60515</td>
<td>Advanced Diploma of Computer Systems Technology</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Computer Systems Technology</td>
<td>5.5</td>
<td>AUD $19,000</td>
<td>1 year</td>
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<tr>
<td>22445VC</td>
<td>Advanced Diploma of Cyber Security</td>
<td>BH, C</td>
<td>January, July</td>
<td>Successful completion of Certificate IV in Cyber Security</td>
<td>5.5</td>
<td>AUD $18,500</td>
<td>1 year</td>
</tr>
<tr>
<td>CRS1201271</td>
<td>Diploma of Computer Systems</td>
<td>BH</td>
<td>February, July</td>
<td>Year 12 or international equivalent</td>
<td>5.5</td>
<td>AUD $17,410</td>
<td>1 year</td>
</tr>
<tr>
<td>ICT50315</td>
<td>Diploma of Information Technology Systems Administration</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Information Technology</td>
<td>5.5</td>
<td>AUD $12,910</td>
<td>1 year</td>
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<tr>
<td>ICT50715</td>
<td>Diploma of Software Development</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Information Technology</td>
<td>5.5</td>
<td>AUD $12,910</td>
<td>1 year</td>
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<tr>
<td>ICT50615</td>
<td>Diploma of Website Development</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Information Technology</td>
<td>5.5</td>
<td>AUD $13,100</td>
<td>1 year</td>
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<tr>
<td>ICT50415</td>
<td>Diploma of Information Technology Networking</td>
<td>BH</td>
<td>January, July</td>
<td>Certificate IV in Information Technology</td>
<td>5.5</td>
<td>AUD $17,800</td>
<td>1 year</td>
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<tr>
<td>ICT41015</td>
<td>Certificate IV in Computer Systems Technology</td>
<td>BH</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $12,900</td>
<td>1 year</td>
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<tr>
<td>ICT40115</td>
<td>Certificate IV in Information Technology</td>
<td>BH</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $10,100</td>
<td>1 year</td>
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<tr>
<td>22334VC</td>
<td>Certificate IV in Cyber Security</td>
<td>BH, C</td>
<td>January, July</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD $10,100</td>
<td>1 year</td>
</tr>
</tbody>
</table>

BH: Box Hill campus  •  C: City campus

For units list, please visit: www.boxhill.edu.au/international

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International: All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee: $AUD150 per calendar year for 2018 (fee indexed yearly).
Materials Fee: Approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
Do you have an interest in working in the Information Technology industry? In our cyber security course, you’ll develop the skills and knowledge for a successful career as a cyber security paraprofessional. Gain a high level of current industry relevant cyber security skills in a range of areas including basic networking, pen testing, website security, network security and more.

**ADMISSION REQUIREMENTS**
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

Current Working with Children Check and Police Checks will be required if a student undertakes work placement or employment in this field.

**ENGLISH LANGUAGE REQUIREMENTS**
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**
Cyber security paraprofessional supporting the operation of large, small and medium enterprise computing environments, computer helpdesk technician, computer security intrusion tester, cyber security support officer, security penetration tester, information systems security support officer, systems tester, security support officer, network security trainee, website security support officer.

**FURTHER STUDY OPTIONS**
22445VIC Advanced Diploma of Cyber Security (CRICOS: 097281F) or in a Diploma, Advanced Diploma or Degree in the discipline of information technology or security.
CERTIFICATE IV IN COMPUTER SYSTEMS TECHNOLOGY (ICT41015)

If you would like to work at the forefront of computer systems, then use our computer systems technology course to kick off your career. In this computer systems course, develop the foundation skills and knowledge used in installing and maintaining computers and computer networks. You’ll gain the skills and confidence to apply for work as a technician supporting a computer environment in small, medium and large organisations. Build your practical skills in computer maintenance, installing, maintaining and troubleshooting operating systems, network configuration and maintenance, basic programming, web design and database skills.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent.
Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Install and administer simple networks, servers, and client desktop deployments as an independent Information and Communications Technology (ICT) specialist or as part of a team; network support administrator, network operations support, network operations technician, network technician, network support technician, level 1 help desk support, desktop deployment technician.

FURTHER STUDY OPTIONS
Further studies in a diploma or advanced diploma qualification in information technology networking, systems administration, database design, software development and security, or a degree in computer systems at Box Hill Institute or at universities offering studies in ICT.

CERTIFICATE IV IN INFORMATION TECHNOLOGY (ICT40115)

Commence your career in Information and Communication Technology (ICT) with confidence. With our information technology course, you’ll gain the essential practical skills and knowledge to work as an outstanding support help desk technician. Build foundation networking, computer systems, virtualisation, systems administration, programming, web design and database skills. Enhance your workplace communication and business skills to communicate confidently with internal and external clients and your colleagues.

ADMISSION REQUIREMENTS
Australian Year 11 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Computer technician, customer support, customer support professional, information systems operator, PC support, systems administrator, systems support, technical support, user support technician, network operations technician undertaking basic networking, IT support, database development, programming and web development support.

FURTHER STUDY OPTIONS
Further studies in a diploma or advanced diploma qualification in information technology networking, systems administration, website development or a degree in computer systems at Box Hill Institute or at universities offering studies in ICT.
DIPLOMA OF INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATION (ICT50315)

Advance your career with information technology knowledge and skills in the areas of computer systems administration and network technologies. If you’re interested in networking, routing and switching principles, computer operating systems, computer hardware, database development, and cloud and virtualisation technologies, then our information systems administration course is for you.

ADMISSION REQUIREMENTS
ICT40115 Certificate IV in Information Technology (CRICOS: 086525D) or equivalent, knowledge in software programming or website programming at Certificate IV level or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
IT administrator, IT operations administrator, internet/intranet systems administrator, systems administrator, server administrator, virtualisation administrator, level 2/3 help desk analyst.

FURTHER STUDY OPTIONS
CRS1201257 Associate Degree in Computer Systems (CRICOS: 054850M), CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G).

DIPLOMA OF INFORMATION TECHNOLOGY NETWORKING (ICT50415)

Our information technology networking course will equip you with the in demand skills and knowledge to build and manage network systems in a business environment. You’ll also receive systems administration training and understand networking concepts. Be in high demand as we experience a gap in skilled professionals in the networking and virtualisation areas across the Asia Pacific. In this IT course, you will learn about system testing, security, project management, databases, programming, and many more necessary skills to succeed in this profession.

ADMISSION REQUIREMENTS
ICT40115 Certificate IV in Information Technology CRICOS: 086525D, knowledge at Certificate IV level or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Network administrator, IT administrator, IT operations administrator, network services administrator, network support coordinator, network operations analyst, network security coordinator, network e-business coordinator, virtualisation administrator.

FURTHER STUDY OPTIONS
CRS1201257 Associate Degree in Computer Systems (CRICOS: 054850M), CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G).
DIPLOMA OF SOFTWARE DEVELOPMENT (ICT50715)

Secure a satisfying career in software programming and website development with our software development course. Immerse yourself in current industry software programming tools. Develop practical skills used in designing and building enterprise databases, software applications, and addressing content management and versioning control. Learn to use a range of programming languages and expand your skills in design, development and other software solutions.

ADMISSION REQUIREMENTS
ICT40115 Certificate IV in Information Technology (CRICOS: 086525D), knowledge at Certificate IV level or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Analyst programmer, program developer, assistant software applications programmer, software developer, database support programmer.

FURTHER STUDY OPTIONS
CRS1201257 Associate Degree in Computer Systems (CRICOS: 054850M), CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G).

DIPLOMA OF WEBSITE DEVELOPMENT (ICT50615)

Dive into the world of website development and software programming! Our website development course will deliver the practical skills you need to design, build and manage websites. Deepen your skills in designing and building enterprise databases, software and web applications, android applications, and addressing content management and versioning control. Learn to use a range of web technologies and to design, develop and present a web/software solutions. You will learn how to use web technologies including: PHP, PHP Framework, CSS3, HTML5, Bootstrap 3+, JEE Java for the Web, JPA, ORM, JSP, and Servlets; and software programming languages including: C# .NET, Java, JavaScript, Oracle, MySQL, SQL Server, Wordpress, and Eclipse.

ADMISSION REQUIREMENTS
ICT40115 Certificate IV in Information Technology (CRICOS: 086525D) or equivalent, knowledge at Certificate IV level or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Web developer, web development manager, web programmer, website manager, webmaster, web administrator, internet developer.

FURTHER STUDY OPTIONS
CRS1201257 Associate Degree in Computer Systems (CRICOS: 054850M), CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G).
**DIPLOMA OF COMPUTER SYSTEMS (CRS1201271)**

Improve your prospects of finding work as a computer networking associate, junior internet or intranet network administrator or junior network design engineer with our computer systems course. This forms part of the Bachelor of Computer Systems course. Build on fundamentals in computer hardware, software, networking, systems analysis and databases. Choose electives such as cloud computing, operating systems and programming for web applications.

This course can lead to certifications in Cisco CCNA and more.

**ADMISSION REQUIREMENTS**

Australian Year 12 or international equivalent.

Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Computer networking associate, junior internet or intranet network administrator or junior network design engineer.

**FURTHER STUDY OPTIONS**

CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G) second year or other higher education or university IT degrees.

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**ADVANCED DIPLOMA OF COMPUTER SYSTEMS TECHNOLOGY (ICT60515)**

Advance your skills in managing computers and computer networks in class and in the workplace with our computer systems technology course. In our course, develop practical skills in computer maintenance, operating systems, network configuration and maintenance, interface design and internet working.

**ADMISSION REQUIREMENTS**

ICT41015 Certificate IV in Computer Systems Technology (CRICOS: 086593C) or equivalent, knowledge at Certificate IV level or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Network administrator or coordinator, network engineer, enterprise systems administrator, systems developer, IT administrator or coordinator, IT operations administrator or coordinator, network services administrator or coordinator, administrator or coordinator network support, network operations analyst, administrator or coordinator network security, administrator or coordinator network e-business, virtualisation administrator.

**FURTHER STUDY OPTIONS**

CRS1201257 Associate Degree in Computer Systems (CRICOS: 054850M), CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G).
**ADVANCED DIPLOMA OF CYBER SECURITY (22445VIC)**

Maximise your career opportunities with our cyber security course. Gain the comprehensive technical skills and knowledge to work as a cyber security paraprofessional. You'll understand how to monitor the risks of cyber security attacks, prepare and implement appropriate risk management plans and mitigation solutions, use a range of tools and procedures to identify and block cyber security threats, protect an organisation from insider security breaches, develop and implement risk mitigation solutions for cloud systems and implement privacy and compliance policies in accordance with Australian Cyber Law.

**ADMISSION REQUIREMENTS**

22334VIC Certificate IV in Cyber Security (CRICOS: 097280G) or equivalent, knowledge at Certificate IV level, or ICT40115 Certificate IV in Information Technology (CRICOS: 086525D) with a specialisation in cyber security or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

Current Working With Children Check and a National Police Check for work placement activities.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Network security administrator, cyber security systems administrator, cyber security systems coordinator, enterprise cyber systems administrator, cyber security operations administrator, cyber network services administrator, cyber security network support administrator, cyber operations analyst.

**FURTHER STUDY OPTIONS**

Successful completion will enable you to apply for entry to our CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G) or degrees at other higher education providers.

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**ASSOCIATE DEGREE IN COMPUTER SYSTEMS (CRS1201257)**

Get comfortable presenting systems ideas in the boardroom or the workshop with our computer systems course. In our associate degree in computer systems, you’ll expand on fundamental studies in computer hardware and software, networking, virtualisation, operating systems, network security, emerging computer technologies, programming for web applications, business and communication skills and entrepreneurship and innovations skills.

**ADMISSION REQUIREMENTS**

Australian Year 12 (including Mathematics) or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

Computer networking associate, internet or intranet network administrator, network professional or analyst, junior network design engineer.

**FURTHER STUDY OPTIONS**

You can progress into the CRS1201256 Bachelor of Computer Systems (CRICOS: 053076G) or similar courses at other higher education organisations.
BACHELOR OF COMPUTER SYSTEMS (CRS1201256)

Gain practical skills as well as the theory in our technically oriented computer systems degree. As we’re a Cisco Training Centre for the Asia Pacific region, this ICT course can lead to certifications in Cisco (CCNA and CCNP), Linux LPI, Microsoft (MCTS) and VMWare VCP. The networking major includes further topics such as Cisco Academy CCNP. The cloud computing and virtualisation stream includes desktop, applications and data virtualisation, with courseware from NetApp, EMC, Citrix and VMWare.

ADMISSION REQUIREMENTS
Australian Year 12 (including Mathematics) or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Computer networking engineer, internet/intranet network administrator, network analyst, network design engineer, network capacity planner, network solutions architect, data centre engineer, data centre administrator, systems engineer, systems analyst, sustainability analyst.

FURTHER STUDY OPTIONS
Further study at other higher education providers.
LIBRARY STUDIES

CRS1400013 Bachelor of Library and Information Management
CRICOS: 081464G

<table>
<thead>
<tr>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>January</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $15,960/yr</td>
<td>3 year</td>
</tr>
</tbody>
</table>

C City campus

PATHWAYS

Further studies at other Institute or University

BACHELOR OF LIBRARY AND INFORMATION MANAGEMENT (CRS1400013)

You’ll find our library and information management course is academically rigorous, with a strong focus on practical skills to prepare you for the dynamic information professions. Develop highly refined research skills and effective management capability. Gain industry experience through professional placements and grab the opportunity for internship. Your expertise in a variety of areas provides you with the opportunity to show leadership, initiative and professional judgment.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, or successful completion at Certificate IV level course in Library, Information and Cultural Services, or equivalent industry experience. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Corporate and specialist librarian, knowledge manager, LMS developer, information management (IM) services sales staff, information analysts or in any other role requiring information literacy, information and communications technology and information management skills.

FURTHER STUDY OPTIONS
Postgraduate study in information management and knowledge management.

CRICOS CODE
081464G

INTAKE DATES
January

LOCATION
City

DURATION
3 years
Classes may include evenings and weekends

For units list, please visit: www.boxhill.edu.au/international

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

Materials Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
## MUSIC & PRODUCTION

### MUSIC & PRODUCTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CRICOS</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1400227</td>
<td>Master of Music (Contemporary Practice)</td>
<td>085846F</td>
<td>BH</td>
<td>February, July</td>
<td>Australian Bachelor degree or equivalent</td>
<td>6.5</td>
<td>AUD $19,500/yr</td>
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<tr>
<td>CRS1400226</td>
<td>Graduate Diploma of Music (Contemporary Practice)</td>
<td>085847E</td>
<td>BH</td>
<td>February, July</td>
<td>Australian Bachelor degree or equivalent</td>
<td>6.5</td>
<td>AUD $19,500</td>
</tr>
<tr>
<td>CRS1400176</td>
<td>Bachelor of Applied Music (Composition)</td>
<td>085407G</td>
<td>BH</td>
<td>February</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,820/yr</td>
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<tr>
<td>CRS1201261</td>
<td>Bachelor of Applied Music (Performance)</td>
<td>085406G</td>
<td>BH</td>
<td>February</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,820/yr</td>
</tr>
<tr>
<td>CRS1400175</td>
<td>Bachelor of Applied Music (Audio Production)</td>
<td>085408F</td>
<td>BH</td>
<td>February, July</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,820/yr</td>
</tr>
<tr>
<td>CRS1201265</td>
<td>Bachelor of Applied Business in Music Industry</td>
<td>080263C</td>
<td>BH</td>
<td>February</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,820/yr</td>
</tr>
<tr>
<td>CRS1400264</td>
<td>Bachelor of Sound Production</td>
<td>090693J</td>
<td>BH</td>
<td>February, July</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $17,820/yr</td>
</tr>
</tbody>
</table>

BH Box Hill campus

### PATHWAYS

- **CRS1400176 Bachelor of Applied Music (Composition)**
  - CRICOS: 085407G / 3 years
- **CRS1201261 Bachelor of Applied Music (Performance)**
  - CRICOS: 085406G / 3 years
- **CRS1400175 Bachelor of Applied Music (Audio Production)**
  - CRICOS: 085408F / 3 years
- **CRS1201265 Bachelor of Applied Business in Music Industry**
  - CRICOS: 080263C / 3 years
- **CRS1400264 Bachelor of Sound Production**
  - CRICOS: 090693J / 3 years

Extensive relevant and professional industry experience

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

**Note:** Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

**International** All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

**Service and Amenities** Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

**Materials** Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
BACHELOR OF SOUND PRODUCTION (CRS1400264)

This degree level sound production course will see you work with industry leaders to develop highly sought after sound production skills. Gain the knowledge and full range of skills, including how to mix, produce and record for live music, television, video games and beyond, with access to world class sound production facilities, opportunities to work with the industry’s best sound production specialists and to develop career defining networks.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Folio of recorded pieces, demo tracks, recommendations, testimonials, statement of results, compositions and any other supporting evidence you believe is relevant to the application, interview via Phone, Skype, FaceTime or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Music engineer, DJ, music producer, sound designer for game audio, sound designer for film, TV and animation, film composer, electronic music producer, beat maker, game audio composer, sound recordist, film mixer, live sound engineering, theatre engineer, Foley artist, documentary composer.

FURTHER STUDY OPTIONS
CRS1400226 Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), honours, postgraduate diploma and master’s courses at your chosen university.

BACHELOR OF APPLIED BUSINESS IN MUSIC INDUSTRY (CRS1201265)

This music business degree gives you the opportunity to specialise, run by experts with global knowledge currently working in the industry. Your studies will be conducted in our student-run record label, Boxa Music and our Music Industry Business Office (MiBO) where you’ll learn in real life industry scenarios alongside industry specialists, gain experience in running a record company, work with artists, stage events, and other music business activities.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Booking agent, artist manager, record company owner, event manager, tour manager and music publisher.

FURTHER STUDY OPTIONS
CRS1400226 Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), honours, postgraduate diploma and master’s courses at your chosen university.
BACHELOR OF APPLIED MUSIC - AUDIO PRODUCTION (CRS1400175)

This course incorporates studies in analogue and digital recording techniques (ProTools), live sound mixing, high quality multi-track recording, production principles, electronic music history, sound design, electronic sound creation and interactive systems, culminating in a final senior project. You will collaborate with performers, composers, filmmakers and game designers to produce high quality recordings and sound tracks.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Folio of audio related material, supervised musicianship test, interview via Phone, Skype, FaceTime or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member in recording industry, music publishing, live performance, music retail, advertising, radio, film, video and television, music therapy, music education and music media.

FURTHER STUDY OPTIONS
CRS1400226 Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), honours, postgraduate diploma and master’s courses at your chosen university.

BACHELOR OF APPLIED MUSIC – PERFORMANCE (CRS1201261)

This music performance degree focuses on the performance of contemporary popular, roots and jazz styles. For the three years of your degree, you’ll receive one on one tuition on your principal instrument and attend instrumental technical classes. The course incorporates studies in solo and ensemble performance, improvisation, as well as opportunities for off campus performances and recordings.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Live or Skype audition, online link (e.g. YouTube link), supervised musicianship test, interview via phone, Skype, FaceTime or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member in the recording industry, music publishing, live performance, music retail, music publishing, advertising, radio film video and television, music therapy, music education and music media.

FURTHER STUDY OPTIONS
CRS1400226 Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), honours, postgraduate diploma and master’s courses at your chosen university.
BACHELOR OF APPLIED MUSIC – COMPOSITION (CRS1400176)

Our applied music composition degree will prepare you for work in a broad range of industry sectors including computer game development, film, television and animation, as well as for a career as a songwriter, band member, arranger or orchestrator. One of Australia’s leading composition degrees, this course gives you a competitive edge by blending studies in the latest music technology, with traditional composition techniques.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Folio of audio related material, supervised musicianship test, interview via Phone, Skype, FaceTime or equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Recording band artist, studio session musician, writer and arranger, record producer, studio engineer, production manager, producer/programmer/designer of music and multimedia software packages, production crew member in the recording industry, music publishing, live performance, music retail, advertising, radio, film, video and television, music therapy, music education and music media.

FURTHER STUDY OPTIONS
CRS1400226 Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), honours, postgraduate diploma and master’s courses at your chosen university.

GRADUATE DIPLOMA OF MUSIC (CONTEMPORARY PRACTICE) (CRS1400226)

This music course will provide you with advanced industry relevant musical knowledge and skills across multiple genres, with a strong technology, cross media, collaborative and interdisciplinary focus. You will also receive a comprehensive, insightful and scholarly understanding of your specific area of musical practice.

ADMISSION REQUIREMENTS
Australian undergraduate degree (or equivalent) in a related discipline, or Australian Diploma or Advanced Diploma in Music (or equivalent) and two years relevant professional experience, or extensive (at least six or more years) relevant and professional industry experience.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Live performance; song writing; music theatre; audio recording and post production; composition for film, television, corporate video, animation and game audio; music publishing; music retail; music education (i.e. studio teaching), advertising.

FURTHER STUDY OPTIONS
CRS1400227 Master of Music (Contemporary Practice) (CRICOS: 085846F), further studies in performance, musicology, music therapy, music education, doctoral study.

MASTER OF MUSIC (CONTEMPORARY PRACTICE) (CRS1400227)

This course is a Master’s that presents a series of experiences designed to develop the broad based, collaborative and cross disciplinary skills you need for the wide variety of music careers available in today’s market.

ADMISSION REQUIREMENTS
(CRS1400226) Graduate Diploma of Music (Contemporary Practice) (CRICOS: 085847E), or an Australian undergraduate degree (or equivalent) in a related discipline, or a high level ability in a field of music comparable to an undergraduate degree.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.5 (Academic) with no band less than 6.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Live performance; song writing; music theatre; audio recording and post production; composition for film, television, corporate video, animation and game audio; music publishing; music retail; music education (i.e. studio teaching), advertising.

FURTHER STUDY OPTIONS
Performance, musicology, music therapy, music education, doctoral study.
# NURSING, HEALTH & COMMUNITY PROGRAMS

## NURSING, HEALTH & COMMUNITY PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
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<tr>
<td>CRS1400046 Bachelor of Community Services</td>
<td>L</td>
<td>February, July</td>
<td>Diploma of Community Services</td>
<td>6.0</td>
<td>AUD $16,320/yr</td>
<td>2 years</td>
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<td>CRICOS: 082590E</td>
<td></td>
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<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $16,320/yr</td>
<td>3 years</td>
</tr>
<tr>
<td>CHC52015 Diploma of Community Services</td>
<td>BH, L</td>
<td>January, July</td>
<td>Year 12 or international equivalent</td>
<td>5.5</td>
<td>AUD $14,200/yr</td>
<td>1.5 years</td>
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<tr>
<td>CRICOS: 093809M</td>
<td></td>
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<td></td>
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<tr>
<td>HLT54115 Diploma of Nursing*</td>
<td>BH, C, L</td>
<td>January, July</td>
<td>Year 12 or international equivalent</td>
<td>7.0</td>
<td>AUD $16,700/yr</td>
<td>1.5 years</td>
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<tr>
<td>CHC33015 Certificate III in Individual Support*</td>
<td>BH, L</td>
<td>January, July</td>
<td>Year 10 or international equivalent</td>
<td>6.0</td>
<td>AUD $7,800</td>
<td>9 months</td>
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<td>CRICOS: 090743D</td>
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</tr>
</tbody>
</table>

**BH** Box Hill campus · **C** City campus · **L** Lilydale Lakeside campus

*Please refer to boxhill.edu.au for current course information. The duration of this course may change. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course.

## PATHWAYS

1. **CHC33015 Certificate III in Individual Support**
   CRICOS: 090743D / 9 months

2. **Entry at Year 12 or international equivalent**

3. **CHC52015 Diploma of Community Services**
   CRICOS: 093809M / 1.5 year

   ![Diagram](link)

   **HLT54115 Diploma of Nursing***
   CRICOS: 092870C / 1.5 years
   *Entry: Year 12

   ![Diagram](link)

   **Bachelor Degree in Nursing at Partner University**
   (Australian Catholic University 2 years / Deakin University)
   2.5 years

   ![Diagram](link)

   **CRS1400046 Bachelor of Community Services**
   CRICOS: 082590E / 3 years

   ![Diagram](link)

   **CRS1400046 Bachelor of Community Services**
   CRICOS: 082590E / 2 years

   ![Diagram](link)

   For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

   **Note:** Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

   **International**
   All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

   **Service and Amenities Fee** $AUD150 per calendar year for 2018 (fee indexed yearly).

   **Materials Fee** approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
BACHELOR OF COMMUNITY SERVICES (CRS1400046)

If you want to advance your career in the community services field, this course will equip you with knowledge and real world experience to succeed. Gain a broad understanding of the community services sector and learn the practices, principles and theories to be an effective worker in this field. This course includes a practical component and applied learning subjects. You’ll gain real-world experience working in and around the community services sector.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Current Working with Children Check, National Police Check, interview. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Child protection practitioner, alcohol and other drugs worker, case manager, client services officer, family support worker, rehabilitation officer.

FURTHER STUDY OPTIONS
Honours or Masters level qualification in a related field.

DIPLOMA OF COMMUNITY SERVICES (CHC52015)

If you’re looking to commence or further your career in community services, this course is an ideal course for you. Develop the knowledge and skills to work at an advanced level with individuals, families, social groups or larger communities to support activities, information and referral for people in need of assistance in our communities.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent, Working with Children Checks and Police Record Checks are a requirement for Industry Work Placement and future employment in this field. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic) with no band less than 5.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Community services worker, early intervention worker, group facilitator, youth officer, support facilitator, caseworker.

FURTHER STUDY OPTIONS
Guaranteed pathway into the CRS1400046 Bachelor of Community Services (CRICOS: 082590E) (second year), or a degree in social work, or similar courses at other higher education institutes or universities.
CERTIFICATE III IN INDIVIDUAL SUPPORT (CHC33015)*

Do you have a genuine interest in caring for older people? Then our course in individual support will help you gain essential, person centred skills and knowledge to care for and support older people living in residential and aged care facilities. In this health course, learn how to provide physical and psychosocial support for older people and benefit from the opportunity to do a work placement with leading aged care providers.

ADMISSION REQUIREMENTS
Australian Year 10 or international equivalent, at least 18 years of age at course commencement. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements, current national police check prior to work placement.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Aged care in local government, community organisations and aged care facilities and private nursing homes.

FURTHER STUDY OPTIONS
HLT54115 Diploma of Nursing (CRICOS: 092870C).

DIPLOMA OF NURSING (HLT54115)*

Gain the essential skills and knowledge to work as an enrolled nurse in a variety of healthcare settings with our nursing course. Learn how to administer and monitor medications and care for clients. Develop effective communication skills and understand how to work within the legal and ethical parameters in nursing. In this health course, you will complete a mandatory 400 hours of clinical placement across metropolitan and rural areas.

ADMISSION REQUIREMENTS
Australian Year 12 (including Science and Mathematics) or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements. Current Working with Children Check, current Police Record Check from your home country, a current Australian National Police Check and proof of an up to date of Immunisation/Vaccination record related to Health Care Worker Category A, i.e. Diphtheria/Tetanus; Poliomyelitis; Measles/Mumps/ Rubella; Varicella Zoster Virus (Chicken Pox); Hepatitis B; Mantoux Test. Some clinical placement facilities may also request for flu vaccination, educational history and drivers licence or passport.

Please note: there is an estimated additional AUD $1,840 required as co-payment for clinical placements. This will be charged at per semester basis.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 7.0 (Academic) with no band less than 7.0. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page. Please see Australian Health Practitioner Regulatory Agency (AHPRA) English language skills registration standard policy for nurses and midwives requirements on AHPRA website.

EMPLOYMENT OPPORTUNITIES
Acute care, chronic care, aged care, rehabilitation, community, mental health.

FURTHER STUDY OPTIONS
A degree in nursing, or similar courses at Australian Catholic University* or Deakin University*, or at other higher education institutes or universities.
SCIENCE & BIOSECURITY

PATHWAYS

<table>
<thead>
<tr>
<th>Course</th>
<th>CRICOS Code</th>
<th>Intake Dates</th>
<th>Academic requirements</th>
<th>IELTS</th>
<th>2018 Course fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRS1400045 Bachelor of Biosecurity Science</td>
<td>CRICOS: 082589J</td>
<td>L January</td>
<td>Diploma of Laboratory Technology, or equivalent</td>
<td>6.0</td>
<td>AUD $18,800/yr</td>
<td>2.5 years</td>
</tr>
<tr>
<td>MSL50116 Diploma of Laboratory Technology</td>
<td>CRICOS: 090902E</td>
<td>L January</td>
<td>Year 12 or international equivalent</td>
<td>6.0</td>
<td>AUD $18,800/yr</td>
<td>3 years</td>
</tr>
<tr>
<td>MSL40116 Certificate IV in Laboratory Techniques</td>
<td>CRICOS: 090898G</td>
<td>BH February, July</td>
<td>Year 10 or international equivalent</td>
<td>5.5</td>
<td>AUD $13,700</td>
<td>1 year</td>
</tr>
</tbody>
</table>

BH Box Hill campus - L Lilydale Lakeside campus

CERTIFICATE IV IN LABORATORY TECHNIQUES (MSL40116)

This course provides you with the essential skills and knowledge to start your career in science. After completing this course, you can work as a technical officer or laboratory technician in a range of science based industries. You will gain technical skills and scientific knowledge in microscopy, chemistry, microbiology and biological procedures. In highly practical classes, you will prepare your chemicals, equipment and learn how to use modern laboratory equipment as you undertake a wide range of analytical testing experiments.

ADMISSION REQUIREMENTS
Australian Year 10 or international equivalent, at least 18 years of age at course commencement.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Laboratory technician or technical officer in a science based industry.

FURTHER STUDY OPTIONS
MSL50116 Diploma of Laboratory Technology (CRICOS: 090902E), or CRS1400045 Bachelor of Biosecurity Science (CRICOS: 082589J) at Box Hill Institute, or similar courses at a higher education Institute or university.

For units list, please visit: www.boxhill.edu.au/international | Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International: All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee: $AUD150 per calendar year for 2018 (fee indexed yearly).

Materials Fee: approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
DIPLOMA OF LABORATORY TECHNOLOGY (MSL50116)

This course will provide you with the laboratory skills and knowledge needed to work in scientific laboratories. You will gain practical scientific knowledge and technical skills in aseptic techniques and microscopy, microbiology, histology, environmental testing, molecular biology and electrophoresis, and chemical testing. Learn how to plan and conduct laboratory work, use app software, analyse data and report your results.

Throughout your course, you’ll benefit from the opportunity to use relevant instruments in modern laboratories to strengthen your practical experience. In the final year, you can showcase your laboratory skills to potential employers in our work placement program.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Technical officer, laboratory assistant, scientific officer, quality assurance in private and government laboratories such as biological, environmental or chemical testing laboratories, secondary schools, medical research and pathology laboratories and pharmaceutical research and development laboratories.

FURTHER STUDY OPTIONS
CRS1400045 Bachelor of Biosecurity Science CRICOS: 082589J - or a degree in biomedical science, or similar courses at a higher education Institute or university.

BACHELOR OF BIOSECURITY SCIENCE (CRS1400045)

This course you can combine your interests in agriculture, animals and plants with science in a rewarding and practical career. You will gain the knowledge to help protect our farms, livestock and crops from pests and disease, help prevent the attack of weeds and feral animals and protect people and the community from zoonotic diseases. Develop your skills and practical knowledge in the plant and animal sciences and expand your understanding of the science and regulation of biosecurity. You will begin your studies with a foundation studies in biology, microbiology, chemistry and research methods. You’ll then choose specialised subjects to become focused on a particular field. In your final year, you will complete a Biosecurity Industry Project. During this two month industry placement you will evaluate and report on biosecurity practice.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 6.0 (Academic) with no band less than 5.5. For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Biosecurity compliance officer with a large retail organisation or government department, specialising in e.g. agriculture, viticulture, equine or dairy, technical officer – biosecurity with the federal department of agriculture, biosecurity inspections officer with a department or industry group, biosecurity policy officer, quarantine, field or extension officer with government or industry group, livestock industry: dairy, beef, equine, porcine, poultry, grains and horticulture industry, biosecurity research organisation.

FURTHER STUDY OPTIONS
Honours or Master’s degree at any Australian university.
SPORT & FITNESS

DIPLOMA OF SPORT DEVELOPMENT (SIS50612)

In this course, you will work with and learn from industry professionals about different aspects of sport including client services, marketing, communications, occupational health and safety, event management, facility management, health and fitness. Your studies will include client services, marketing, communications, occupational health and safety, event management, facility management, health and fitness. Students will also have the opportunity to learn from and work with current industry professionals.

ADMISSION REQUIREMENTS
Australian Year 12 or international equivalent. Visit www.boxhill.edu.au/international/courses-for-international-students for other specific entry requirements.

ENGLISH LANGUAGE REQUIREMENTS
A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

EMPLOYMENT OPPORTUNITIES
Sports management, sports administration, fitness, sports coaching, officiating or event management. Following further study, you may enter a career in sport/exercise science, health and nutrition or teaching physical education.

FURTHER STUDY OPTIONS
Degree courses in a number of areas including sports science, sports management and human movement.

CRICOS CODE
080121F

INTAKE DATES
January

LOCATION
Box Hill

DURATION
1 year

For units list, please visit www.boxhill.edu.au/international

Note: Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

International All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

Service and Amenities Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

Materials Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
VCAL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Intake Dates</th>
<th>Academic Requirements</th>
<th>IELTS</th>
<th>2018 Course Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCALSEN001</td>
<td>Victorian Certificate of Applied Learning (Senior)</td>
<td>BH</td>
<td>January</td>
<td>Year 11 or international equivalent</td>
<td>5.5</td>
<td>AUD 11,500</td>
<td>1 year</td>
</tr>
</tbody>
</table>

BH Box Hill campus

PATHWAYS

For units list, please visit: [www.boxhill.edu.au/international](http://www.boxhill.edu.au/international)

**Note:** Box Hill Institute only accepts enrolments from International students who are 18 years of age or above at the time of course commencement.

**International** All fees shown are in Australian dollars and do not include living or accommodation expenses. All fees quoted are the 2018 calendar year indicative fees and are correct at the time of print. In subsequent calendar years, fees may be subject to a small increase in line with annual Institute fee pricing reviews. Some Box Hill Institute courses will be undertaken across two or more campus locations.

**Service and Amenities** Fee $AUD150 per calendar year for 2018 (fee indexed yearly).

**Materials** Fee approximately $AUD200 - $AUD2,500 per year unless otherwise stated with specific course cost. The exact amount depends on the course and the units chosen and is calculated at the time of unit enrolment.
Victorian Certificate of Applied Learning (VCAL) is an applied, full time educational program delivered in a training environment with industry-based studies a key part of each course we offer. VCAL courses provide practical workplace-based learning in trade or industry areas. All the courses include studies in literacy, numeracy, personal development and work related skills relevant to work and life.

**VCAL STUDY AREAS**

<table>
<thead>
<tr>
<th>Animal Studies</th>
<th>Electrical</th>
<th>Make Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beauty</td>
<td>Electrotechnology</td>
<td>Music</td>
</tr>
<tr>
<td>Building &amp; Construction</td>
<td>Gaming</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Health Services</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>Community Services</td>
<td>(leading to Nursing)</td>
<td></td>
</tr>
<tr>
<td>Early Childhood</td>
<td>Hospitality</td>
<td></td>
</tr>
</tbody>
</table>

**VICTORIAN CERTIFICATE OF APPLIED LEARNING (SENIOR) (VCALSEN001)**

Our senior VCAL course is an applied alternative to Year 12. With our VCAL course, you can create your individual pathway to employment or further studies in a variety of adult learning settings. Gain an education experience that includes applied work skills and industry based learning as well as job relevant literacy and numeracy skills.

**ADMISSION REQUIREMENTS**

Australian Year 11 or international equivalent, or attempted Australian Year 12 or equivalent, at least 18 years of age at course commencement. Further testing for appropriate English and Maths placement (if applicable).

**ENGLISH LANGUAGE REQUIREMENTS**

A minimum IELTS overall score of 5.5 (Academic). For other accepted tests, please visit www.boxhill.edu.au/international/how-to-apply on the English Language requirements page.

**EMPLOYMENT OPPORTUNITIES**

This course may provide you with employment opportunities in your chosen industry. Options include a very wide range of roles within this industry.

**FURTHER STUDY OPTIONS**

After successful completion, you may have an opportunity to progress into a Certificate III, IV or Diploma Course at Box Hill Institute. The area of study and credit transfers available will depend on the units you may have previously completed.

**CRICOS CODE**

094507F

**INTAKE DATES**

January

**LOCATION**

Box Hill

**DURATION**

1 year
Please complete all sections using BLOCK LETTERS in BLACK PEN. Print your name as it appears in your passport.

SECTION 1: NAME AND CONTACT DETAILS

If you have previously been enrolled at BHI, provide your Student ID number

Title (please circle): Mr / Mrs / Ms / Miss

Family Name: ____________________________________________________________________________
(as indicated in passport)

Given Name: ____________________________________________________________________________
(as indicated in passport)

Date of Birth: ____________ / ____________ / ______ (Day / Month / Year)

Address in Home Country:
(Number & Street name)
(City / Suburb)

Phone: ________________________________
(Area Code) __________________________
(Number)

Fax: ________________________________
(Area Code) __________________________
(Number)

Email: ____________________________________________________________________________

Skype Address: _______________________________________________________________________

Postal Address:
(Number & Street name)
(City / Suburb)

Phone: ________________________________
(Area Code) __________________________
(Number)

Fax: ________________________________
(Area Code) __________________________
(Number)

Email: ____________________________________________________________________________

SECTION 2: RESIDENCY AND OTHER DETAILS

Country of Birth: _______________________________________________________________________

Citizenship: _________________________________________________________________________

Passport Number: ______________________________________________________________________

Do you hold an valid Australian visa: ☐ Yes ☐ No

If yes, type of visa: ________________________________

Visa expiry date: ____________ / ____________ / ______

Will you have dependants (family members) with you? ☐ Yes ☐ No

Do you have any disability? ☐ Yes ☐ No

If yes, please specify ___________________________________________________________________
SECTION 3: COURSE PREFERENCES

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>INTAKE</th>
<th>YEAR</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Box Hill</td>
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<td>Box Hill</td>
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<td></td>
<td>Box Hill</td>
</tr>
</tbody>
</table>

ELICOS English Program Only (Tick the type of program you are applying for)

- General English Location: Box Hill
- Academic English Commencement Date: Number of weeks:

SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language?

RECENT USAGE OF ENGLISH (Please tick where appropriate and attach evidence)

- I have sat an English proficiency test [IELTS Academic, TOEFL iBT, Pearson Academic, Cambridge Advanced (CAE)]
  - Test Name: __________________ Test Date: ___________ Score: ___________
- Others (please specify) ____________________________

SECTION 5: EDUCATION IN YOUR HOME COUNTRY

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.

Secondary School Studies (please record the highest level of secondary schooling which you completed)

<table>
<thead>
<tr>
<th>NAME OF QUALIFICATION</th>
<th>YEAR</th>
<th>COUNTRY</th>
<th>COURSE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Post-secondary Studies

<table>
<thead>
<tr>
<th>NAME OF QUALIFICATION</th>
<th>YEAR</th>
<th>COUNTRY</th>
<th>COURSE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? If yes, you must attach a detailed course or unit (subject) syllabus. For information about Credit Transfer/RPL/Exemptions, please refer to:

http://www.boxhill.edu.au/international/entry Requirements/Exemptions-and-credit-transfers

SECTION 6: EDUCATION IN AUSTRALIA

If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and visa with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Have you studied any course in Australia?

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>COURSE NAME</th>
<th>YEAR</th>
<th>COURSE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

SECTION 7: STATEMENT OF PURPOSE

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant - refer to the Department of Home Affairs websites: https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=trav/stud/more/genuine-temporary-entrant. Please provide a Statement of Purpose to demonstrate your knowledge of Box Hill Institute and your selected course(s), and relevance of the course to your previous study, experience and expected course outcomes. You may also be asked to be available for an interview as part of assessing your application.

SECTION 8: EMPLOYMENT EXPERIENCE

If you believe you have relevant employment experience, please attach a copy of your Curriculum Vitae/Resume to your application.

SECTION 9: HOW DID YOU HEAR ABOUT BOX HILL INSTITUTE?

- Family/Friend
- Education Agent
- Exhibition/Education Fair
- Internet/Website
- Advertisement
- Others, please specify ____________________________

SECTION 10: FINANCIAL SUPPORT

The costs for my study and stay in Australia are provided by:

- Self
- Family
- Spouse
- Scholarship/Sponsorship

If you have been granted a scholarship/sponsorship, please provide a letter from your sponsor(s).
SECTION 11: PRIVACY STATEMENT

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application and enrolment is that you consent to release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Box Hill International at the contact address below, or by sending an email to privacy@boxhill.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational program that the Institute can offer you.

SECTION 12: APPLICATION FEE PAYMENT

You can pay the non refundable application fee of AUD$50 by credit card, money order or bank draft made payable to Box Hill Institute.

Tick one: □ MasterCard – AUD$50 □ Visa – AUD$50

Cardholder’s name: ____________________________ Card No. ____________________________

Expiry date: ____________________________ Card Verification No: ________ _

Cardholder’s signature: ____________________________ (This is the last 3 numbers on the signature panel)

This payment is for: ____________________________

(Name of Applicant) (Date of Birth)

STUDENT DECLARATION

I declare that the information supplied in this application and the supporting documentation is true and complete.

I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Box Hill Institute may withdraw an offer of a place or cancel my enrolment in consequence.

I declare that I am a genuine student & a genuine temporary entrant as outlined by the Department of Home Affairs website: https://www.homeaffairs.gov.au/trav/visa-1/500-?

I consent to Box Hill Institute to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience.

I am fully responsible for my educational and living expenses while studying at Box Hill Institute.

I have read and understood the Privacy Policy in Section 11.

I confirm that I have read the Box Hill Institute Course Information for International Students in the BHI website or printed prospectus and fully understand the relevant sections including the requirements of my selected course, Schedule of Fees, Application Procedure and Refund Policy.

I understand that as a requirement of the National Code of Practice 2018 (Standard 7) I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study.

I understand that the information provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018.

I understand that Box Hill Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress.

I understand that this agreement does not remove my right to take further action under Australia’s consumer protection laws.

I agree to abide by the statues, regulations and policies of Box Hill Institute.

I have read and understood the above conditions and accept them in full.

Applicant’s Signature ____________________________ Date ________ 

Parent/Guardian’s Signature ____________________________ Date ________ 

(If you are under 18 years of age this declaration must also be signed by your parent or guardian)

Name of Parent / Guardian ____________________________

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

□ Completed and signed application form

□ Certified copy of the personal details page of your passport

□ Certified copy of your English language qualification or provide details of your English proficiency

□ Certified copy of all your academic qualifications, including secondary school studies

□ Additional documents as outlined by the course entrance requirements (e.g. folio, personal statement)

□ Course syllabus / detailed course outlines (if you are applying for credit exemption)

□ Copy of Visa and CoE document(s) for all courses included in your current visa (if you are currently studying in Australia)

□ Documentation verifying name change (if your academic documents are under a previous name)

□ Certified official translation of any document not in English
As an authorised representative of Box Hill Institute, you are asked to ensure that the student understands that student visa applicants must be both a GTE and a Genuine Student to be granted a visa. Please explain to the student the summary below which is based on the Department of Home Affairs website, and refer them to the website for further information: [https://www.homeaffairs.gov.au/trav/visa-1/500-](https://www.homeaffairs.gov.au/trav/visa-1/500-).

### Agent declaration:

**Student name:**

__________________________

**Student date of birth:**

__________________________

**For all students, declaration part A is applicable.**

**In addition:**

- if the student has a low level of English, refer to declaration part B
- if the student is onshore, refer to declaration part C.

**Part A: After interviewing the above named applicant, I declare that:**

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Home Affairs.
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia, to cover all travel, OSHC, course fee and living costs for themselves and their family members.

**Part B: If the student has a low level of English and therefore is unable to write a statement of purpose or respond to an interview in English, please ask the student to provide a statement of purpose in their own language, together with a translation of the statement and sign the following declaration yourself:**

I declare that:

- the information in the statement of purpose is the student’s own
- I have interviewed the student myself at length in relation to the matters which are relevant to the GTE requirement and am satisfied that the student is a genuine student and a genuine temporary entrant.

**Part C: If the student is currently in Australia and changing their education provider or level of study:**

I declare that:

- I am satisfied by their explanation for changing course and/or provider
- I have explained to the student the possible visa implications of changing their study plan.

---

**Agent Representative Stamp**

-----------------  **Counsellor/Agency Staff Name:**

-----------------  **Counsellor/Agency Staff signature:**

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**Applicant Signature to acknowledge that the above is true and correct:**

__________________________  **Date:**

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### GTE Summary


A **Genuine Student** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome. Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

A **Genuine Temporary Entrant (GTE)** is an applicant who has circumstances that support a genuine intention to enter and remain in Australia temporarily. Factors that are considered under the GTE requirement include: the applicant’s circumstances in their home country and likely circumstances in Australia; value of the course to the applicant’s future; the applicant’s immigration history; and any other relevant matter.
1. REFUND POLICY

1.1 Each prospective and continuing international student (student) acknowledges and agrees to the terms and conditions of the international student refund policy on signing the International Student Application Form.

1.2 The terms and conditions set out in this International Student Refund Policy apply equally to commencing and continuing students unless otherwise specified.

1.3 Applications for refunds for international students must be authorised by the General Manager | Vice President International of Box Hill Institute (the Institute) or his or her nominee.

1.4 The Institute reserves the right to amend these terms and conditions at any time.

1.5 Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.

1.6 The Institute is obliged to inform the Department of Home Affairs of any change of status where a student completes his or her course early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or intermits his or her study or otherwise changes the expected completion date of his or her study.

1.7 The funds covering the tuition fees must be clear at the time that the refund request is made by the student and all debts to the Institute must be paid before any refund can be made.

1.8 Refund requests for full or partial refunds must be made in writing on the Refund Application Form, must set out the reasons for the request and be accompanied by supporting documentation as appropriate. The refund request must be forwarded to:

International
Box Hill Institute
465 Elgar Road,
Box Hill
Victoria 3128
AUSTRALIA

1.9 The written Refund Application Form must include the date of the claim, the student’s full name, and the basis for making the claim, the address and bank account details to which the refund is to be forwarded and the student’s signature. Claims will not be processed where the signature on the claim does not match the student’s signature as shown on other documents provided by the student for admission to the Institute.

1.10 This Policy, the Student Agreement and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia’s consumer protection laws.

2. REFUNDS

<table>
<thead>
<tr>
<th>Category</th>
<th>Time application received by Institute</th>
<th>Amount of refund for formal courses</th>
<th>Amount of refund for ELICOS</th>
<th>Documentary evidence required in addition to the Refund Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1 Visa refusal before course commencement</td>
<td>At any time</td>
<td>All payments less Administration fee ($50)</td>
<td>All payments less Administration Fee ($50)</td>
<td>Original letter of refusal from the Department of Immigration and Border Protection</td>
</tr>
<tr>
<td>A.2 Visa refusal after course commencement</td>
<td>At any time</td>
<td>All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal.</td>
<td>All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal.</td>
<td>Original letter of refusal from the Department of Immigration and Border Protection</td>
</tr>
<tr>
<td>Category</td>
<td>Time application received by Institute</td>
<td>Amount of refund for formal courses</td>
<td>Amount of refund for ELICOS</td>
<td>Documentary evidence required in addition to the Refund Application Form</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>B Special circumstances</td>
<td>Prior to commencement of semester</td>
<td>All payments for upcoming semesters less Administration fee ($50)</td>
<td>All payments for upcoming semesters less Administration fee ($50)</td>
<td>Evidence or proof to the satisfaction of the Institute.</td>
</tr>
<tr>
<td></td>
<td>After semester has commenced</td>
<td>All payments for current &amp; upcoming semesters less 20% of current semester’s fees</td>
<td>All payments for current &amp; upcoming semesters less 20% of current semester’s fees</td>
<td>Letter from the student and evidence of departure from Australia to the satisfaction of the Institute.</td>
</tr>
<tr>
<td>C Withdrawal by student, including but not limited to:</td>
<td>More than 28 days before semester commences</td>
<td>All payments less 20% of next semester’s fees</td>
<td>All payments less 20% of ELICOS fee for 20 weeks max</td>
<td>Withdrawal Proof of withdrawal from all subjects, boarding pass and letter from the student. Visa Cancellation None</td>
</tr>
<tr>
<td></td>
<td>28 days or less before semester commences</td>
<td>50% of next semester’s fees</td>
<td>All payments less 50% of ELICOS fee for 20 weeks max</td>
<td>Transfer Transfer acknowledgement according to Institute Student Transfer Policy</td>
</tr>
<tr>
<td></td>
<td>On or after the day semester commences</td>
<td>No refund</td>
<td>No refund</td>
<td></td>
</tr>
<tr>
<td>D.1 Offer of place withdrawn by Institute before course commencement, due to course cancellation or other circumstance (except when incorrect or incomplete information has been provided by student)</td>
<td>At any time</td>
<td>Alternative Box Hill course or full refund of pre-paid course fees for formal course</td>
<td>Alternative Box Hill course or full refund of pre-paid course fees for ELICOS course</td>
<td>Letter from student – acceptance of alternative course or withdrawal.</td>
</tr>
<tr>
<td>D.2 Part of course not offered by the Institute after commencement.</td>
<td>At any time</td>
<td>Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for formal course</td>
<td>Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for ELICOS course</td>
<td>Letter from student – acceptance of alternative course or withdrawal.</td>
</tr>
<tr>
<td>E Package Courses</td>
<td>1. A full refund will be made under the categories A1 and B as above (minus administration fee).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. All packaged Principal Course deposits are non – refundable.</td>
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<td></td>
</tr>
</tbody>
</table>

2.1 In the unlikely event that the Institute is unable to deliver a course or is unable to continue to deliver a course, the Institute will offer the student a place in an alternative Box Hill course. The student has the right to choose whether he or she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, the Institute will ask the student to sign a document to indicate acceptance of the placement and any pre-paid fees paid for the original course will be transferred to the new course.

2.2 Where a student chooses not to accept a place in a new Box Hill course, the student must indicate in writing their decision to withdraw and to complete the International Application for Refund Form. All pre-paid course fees for the course which ceased being provided will be refunded within 2 weeks of the day on which the course ceased being provided.
3. SPECIAL CIRCUMSTANCES
3.1 Special circumstances are determined at the discretion of the General Manager | Vice President International of the Institute, or his or her nominee, as preventing a student from taking up the course where:

3.1.1 Illness or disability prevents a student from taking up the course;
3.1.2 The student has been excluded from the Institute for failure to meet progression rules and where fees were paid in advance of notification of that exclusion;
3.1.3 There is death of a close family member of the student (parent, sibling, spouse or child); or
3.1.4 Other special or extenuating circumstances, including political, civil or natural events affect the student.

4. REFUNDS FOR STUDENTS WHO OBTAIN PERMANENT RESIDENT VISA STATUS
4.1 Permanent resident status is recognised from the date that the permanent resident visa is formally notified to the student and not the date on which the application for the permanent visa was made.

4.2 If a student obtains Australian permanent resident status before his or her enrolment in a course but after the date of the Letter of Offer for the course, the fee-paying overseas place will be withdrawn. If the student wishes to continue study at the Institute he or she must apply for a local student place and will be subject to the same selection criteria applicable to these applicants and will be liable to pay the Tuition and Service and Amenity Fee for that course. If the student has already paid the tuition fees applying to international students for this semester, or any future semesters, a total refund of these fees is payable to the student.

4.3 If a student obtains a permanent resident status after enrolling in a course, the student will be liable to pay the tuition fees applying to international students for that semester in which the permanent resident status was granted.

5. PROCESSING TIME
5.1 In circumstances where a the Institute course does not start on the agreed starting date, or in which the Institute stops the course after it starts and before it is completed or where the course is not provided fully to the student because the Institute has a sanction imposed by a government regulator, the refund of fees will be paid in full to the student within 2 weeks.

5.2 In any other circumstance, the Institute will refund the amount within 4 weeks after receiving the completed and signed Refund Application Form together with appropriate supporting documentation.
5.3 Refunds will be made in Australian dollars to the same person or body from whom the original payment was received on behalf of the student.
5.4 Date of the notification for request for refund is the date the request for a refund is received at the International branch of the Institute.
5.5 In the event that a student wishes to contest the decision on a refund request, he or she would have access to the Institute’s existing dispute resolution procedures. These procedures would not circumscribe the student’s right to pursue other legal remedies.

6. TUITION PROTECTION SERVICE
The Tuition Protection Service (TPS) is a placement and refund service for international students. For more information visit: https://internationaleducation.gov.au/regulatory-information or https://tps.gov.au/Home/