

INTERNATIONAL
STUDY GUIDE
MELBOURNE, AUSTRALIA



holmesglen

Vocational and
Higher Education

Moorabbin
Campus

WELCOME TO YOUR HOLMESGLEN JOURNEY

Thank you for your interest in studying at Holmesglen, a leading government education and training institute in Australia.

We have welcomed international students to our Melbourne campuses for over 30 years and take great pride in engaging and supporting our students to achieve their lifelong educational and career goals.



A WORD FROM OUR CEO

Recognised for excellence and innovation in the design and delivery of relevant, high-quality educational programs, we offer an extensive range of English language, vocational and higher education courses, all accredited by the Australian government.

As a student with us, you will experience an institute characterised by its commitment to outstanding teaching and learning and the development of highly motivated, work-ready graduates. Our simulated workplace facilities and extensive industry partnerships will ensure that you gain the practical skills and confidence necessary for future employment.

You will have access to exceptional amenities across all campuses, providing you with the opportunity to learn and develop in a stimulating, modern and safe study environment.

Our commitment to ensuring an enjoyable and successful study experience for you also includes the availability of a wide range of student engagement and support services. Assistance with your language and learning skills, accommodation, tours and recreational activities and personal guidance, are some of the many services we offer to enhance your student life in Melbourne.

We recognise that the last two years have been a difficult time for us all, however despite the challenges and hurdles we have faced during this pandemic, Holmesglen continues to provide education, training, and support to our students.

We acknowledge the immense contribution international students make and hope to welcome you soon as part of our diverse and vibrant community.

ACKNOWLEDGMENT OF COUNTRY

In the spirit of reconciliation, Holmesglen recognises and celebrates the Traditional Owners of the lands throughout Victoria and beyond on which we educate and train. We pay our respects to Elders past and present and acknowledge our emerging leaders.



Mary Faraone
Chief Executive



MELBOURNE CBD

LIFE IN AUSTRALIA

Renowned for its unique culture, high safety rates and stunning nature, Australia is an incredible place to live and study. As an international student, you will feel welcomed with open arms by Australia's diverse population. In fact, roughly one-quarter of Australians were born overseas, meaning that the nation boasts a unique blend of cultures.

Australia's climate varies significantly depending on where you choose to live. In Melbourne, the weather can change several times throughout the day, which makes it crucial to be prepared for anything. During the summer (December-February), temperatures typically fall between 14 and 25.3°C. In the winter (June-August), average temperatures are usually 6.5 to 14.2°C.

1 MELBOURNE IS RANKED 1ST & 4TH IN AUSTRALIA IN THE WORLD AS THE BEST STUDENT CITY

2 MELBOURNE IS THE WORLD'S 3RD MOST LIVEABLE CITY



FLINDERS ST STATION



BRIGHTON BEACH

WHY CHOOSE MELBOURNE?

¹ QS Best Student Cities Ranking 2024

² The Economist Intelligence Unit (EIU) 2023 Global Liveability Index

MELBOURNE IS AMONG THE WORLD'S MOST LIVABLE CITIES

Again and again, Melbourne is named among the world's most livable cities. The title is awarded to the city with the highest score for stability, healthcare, culture and environment, education and infrastructure. When you study in Melbourne, you'll be living in a safe and vibrant city that offers world-class study options, services and the widest range of things to do.

AUSTRALIA'S BEST STUDENT CITY

Melbourne is the best student city in Australia and the third best student city in the world, according to the prestigious QS Best Student Cities 2024. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracts overseas learners from all over the world to Victoria every year.

Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing. Melbourne's rank as the 7th best city¹ in the world for 'employer activity' makes it an even more attractive destination.

EXPLORE VICTORIA

Victoria's diverse landscape includes snow-capped mountains, vast seashores, striking desert regions and charming historic towns.

While you're studying here, why not make the most of the beautiful natural scenery and activities regional Victoria has to offer? You can easily arrange a day or weekend trip. Take a drive down the Great Ocean Road to see some breathtaking scenery, or ride the Puffing Billy Steam Train through the Dandenong Ranges.

Visit Phillip Island to watch the delightful Fairy Penguins, or indulge in a tasting tour of Victoria's gourmet food and wine region in the Yarra Valley. These are just a few of the many places to explore in Victoria!

For more information on Melbourne and Victoria's interesting destinations, visit [visitvictoria.com](https://www.visitvictoria.com)

TRANSPORT

Melbourne has a network of trains, trams and buses which all service our campuses. If you don't live too far from your campus, you might consider cycling, using one of Melbourne's many safe and accessible bike paths.

To catch public transport in Melbourne, you will need to purchase a myki card which is a reusable smart travel card. International Student Travel Pass myki cards are available to full-time undergraduate international students studying a diploma or degree level qualification at Holmesglen. This annual pass allows you to save almost 50% on fares and offers unlimited travel on buses, trains and trams across the state of Victoria.

Using public transport in Melbourne's CBD is even more affordable, thanks to the city's Free Tram Zone. When traveling in this zone, you will not need to use your myki card or provide any other form of payment, making it one of the most cost-effective ways to explore the city.

To help plan your travels around Melbourne visit ptv.vic.gov.au or take a look at the map of the train networks to our campuses on the inside back cover.

LIVING EXPENSES

The Australian Government specifies AU\$29,710 as the minimum amount required to cover your living costs for a 12-month period. This figure excludes tuition fees and the cost of travel to and from Australia. It is the minimum required to pay for your accommodation, commute to campus, buy food, have fun, and pay for all the little extras that you need day-to-day. Non-tuition fees include books and equipment, health insurance, administration, accommodation, and assistance to apply for or hold a student visa.

For more information on living, studying and exploring amazing Melbourne and Victoria visit studymelbourne.vic.gov.au



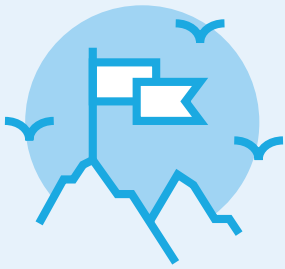
ERSKINE FALLS



PHILLIP ISLAND

WHY CHOOSE HOLMESGLEN?

OUR VALUES:



AMBITION

Strive to be the best we can be and seek the best in others.



SCHOLARSHIP

Keep learning and apply it to your work.



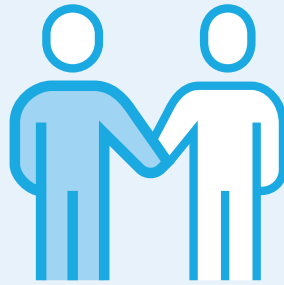
PASSION

Show enthusiasm and care for the work we do.



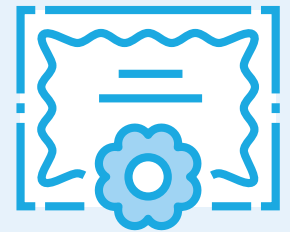
INTEGRITY

Know and do what is right.



RESPECT

Treat others as we expect to be treated.



EXCELLENCE

Deliver exceptional service and outcomes.

INDUSTRY CONNECTIONS

Holmesglenn has developed strong relationships and networks with a large and diverse range of industry partners, both locally and internationally. These partnerships give us the necessary insight into current practices and access to relevant workplace learning, ensuring the development of job-ready graduates that meet employers' expectations.

WORK INTEGRATED LEARNING

Our approach to teaching and learning combines the required theory with hands-on, practical experience. Whether enjoying a work placement, or practising in one of our state-of-the-art simulated workspaces, your confidence and practical know-how will make your transition from the classroom to employment effortless and successful.

ENGAGEMENT AND SUPPORT

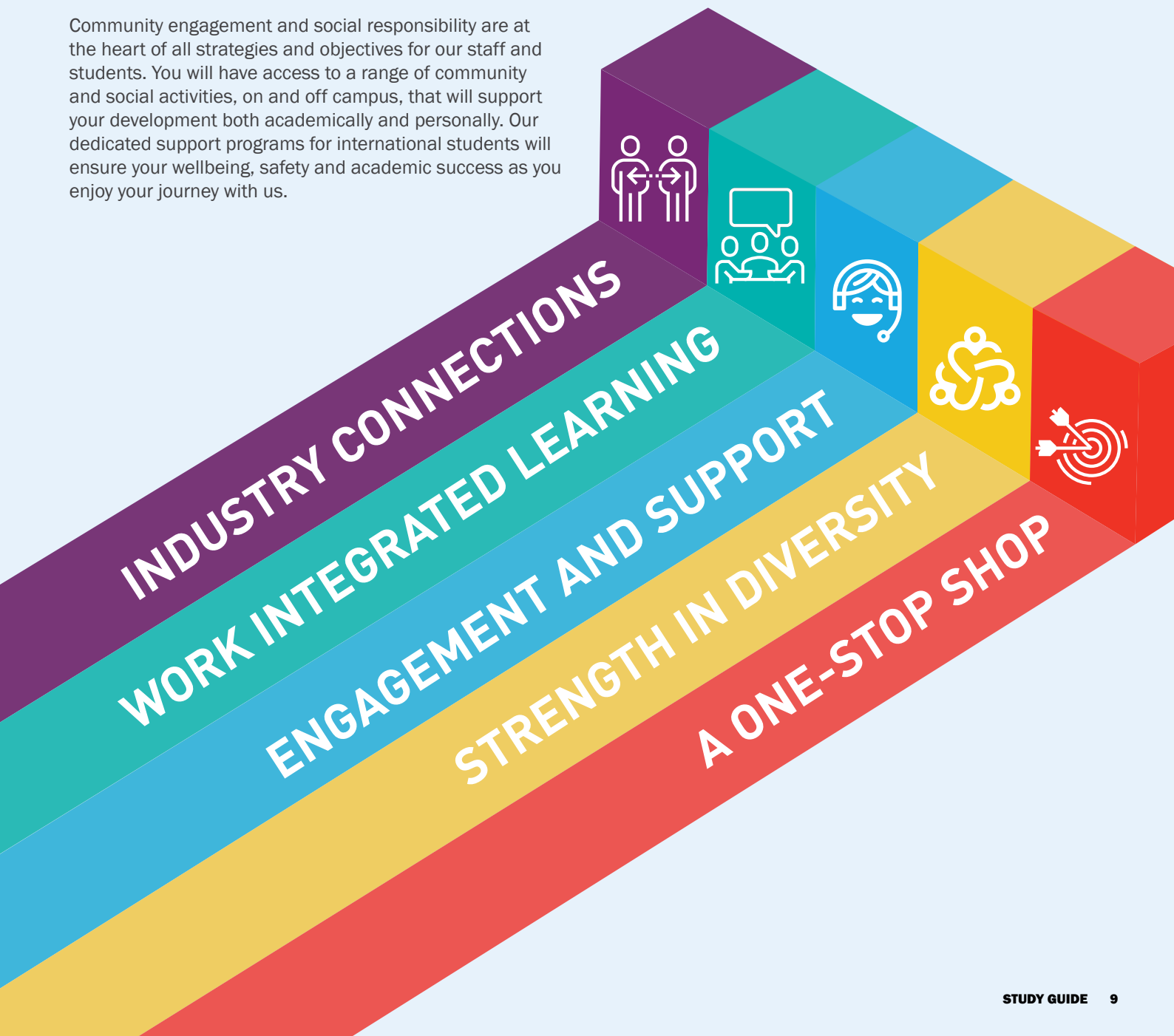
Community engagement and social responsibility are at the heart of all strategies and objectives for our staff and students. You will have access to a range of community and social activities, on and off campus, that will support your development both academically and personally. Our dedicated support programs for international students will ensure your wellbeing, safety and academic success as you enjoy your journey with us.

STRENGTH IN DIVERSITY

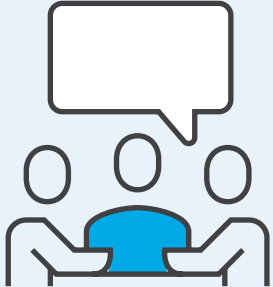
We enjoy one of the most culturally-rich study environments in Australia. Welcoming students from diverse countries, cultures and educational backgrounds provides a dynamic global community for you to experience life-long learning and friendships with young people from all over the world. We take pride in the opportunities we provide for you to develop your global competence, strengthen your cultural awareness and prepare yourself for today's global workplace.

A ONE-STOP SHOP

The availability of highly recognised and fully integrated education, from vocational study to higher education, makes us unique. You will have the opportunity to enjoy customised classes specifically developed to prepare you for a career in your chosen field. Through seamless entry into a work-oriented vocational program, or a bachelor's degree, or both and with tailored learning support, we can help you design the right pathway to achieve your study and career goals.



BECOMING JOB READY



Studying in Australia is an incredible opportunity to not only achieve your academic dreams but advance your career goals. In the Victorian capital of Melbourne, you will be surrounded by endless opportunities to explore, learn and develop skills that will benefit you both personally and professionally.

So, what can you do to prepare yourself for the workforce? Whether it is your first day in classes or you have graduated and are looking for a job, there are many steps you can take to get job-ready.

DO YOUR RESEARCH

Knowledge is power, so it's a great idea to start developing your knowledge of the workforce early. Consider the types of industries or roles you might be interested in pursuing and do your research on these sectors. For example, if you are passionate about hospitality, you may want to compile a list of companies in this sector, familiarise yourself with the skills required to succeed and assess the most in-demand roles.

At Holmesglen, you will have access to vast **networks** across a range of industries. By leveraging these connections, you can gain further insight into the Australian workforce and relevant workplace practices.

FOCUS ON TRANSFERABLE SKILLS

Transferable skills are those that can be applied across various industries and roles, such as communication skills, leadership and critical thinking. By developing and refining these skills, you will be better equipped to adapt to the demands of the workforce. Such skills are also highly sought after by employers, both in Australia and internationally, meaning you will set yourself apart as a competitive candidate.

NETWORKING

Forming new connections is an excellent way to prepare yourself for the workforce, both in Australia and across the world. By broadening your network, you can build and refine your skills, connect with like-minded people, and even learn about new job and/or internship opportunities. As they say, it's often about who you know rather than what you know.

No matter where you are in your student journey, Holmesglen is here to support you in getting career-ready. At Holmesglen, we are committed to not only providing a high-quality student experience, but practical training that will equip you for the future.

For example, Holmesglen hosts several **community events** throughout the year, ranging from job fairs to workshops and everything in between. These activities are a great way to build connections, both personal and professional. The people you meet could turn into lifelong friends, treasured colleagues, or even business partners.

Holmesglen also offers an extensive range of employment support services, including those provided by the **Holmesglen Employment Centre**. Here, you can attend Job Readiness and Interview Preparation Workshops as well as one-on-one appointments with employment counsellors.

Additionally, getting you career-ready is at the heart of Holmesglen's approach to learning. For example, Holmesglen structures lessons around the working hours relevant to your sector (e.g. early morning starts and early afternoon finishes for those working in trades). In your training, you may also be expected to wear relevant uniforms to class - such as personal protective equipment (PPE) - to ease you into workforce practices.

By combining your own advancement activities with Holmesglen's **job readiness services**, you will set yourself up for long-term professional success.

ALUMNI STORIES

SOUPHAPHONE

Holmesglen not only provided me with career support but also real-life professional experience. I was given the opportunity to take on a leadership role organising conferences and student-led activities. I was also selected as a Holmesglen Ambassador and represented Holmesglen at important events, including the Council of International Student Conference.

Through the course's placement and being employed by Holmesglen as a course assistant, I gained hands-on experience working with Australian organisations, which prepared me very well for my future career.

Since completing my studies at Holmesglen, I have been employed by the Department of Foreign Affairs at the Australian Embassy in Laos.

I always recommend Holmesglen to anyone interested in pursuing their education in Australia. I found that Holmesglen's teachers, staff members, international student centre, and the whole community have been so supportive.

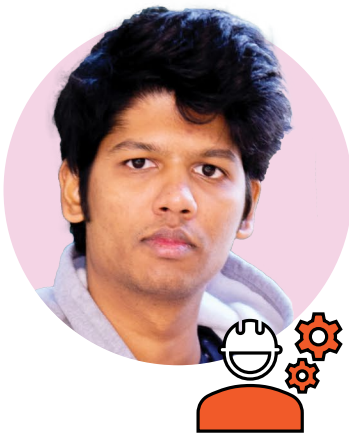


NISURA

I discovered Holmesglen at a career expo in Sri Lanka while exploring possible professional pathways. I was passionate about the construction industry so knew it was the best course for me, but I was also attracted to Holmesglen's strong ties to industry, meaning I could start to build my professional network while I studied.

It took a bit of time to get used to my new home in Melbourne, the culture was quite different from what I am used to. But in the end, it worked out well! I found Holmesglen's orientation sessions particularly helpful to learn about the facilities and support services.

My course was full of real-life projects and case studies so I was able to better understand the construction industry in Melbourne and the culture of Australian workplaces. Melbourne is an exciting and multicultural city, so I have met some amazing people and personalities.



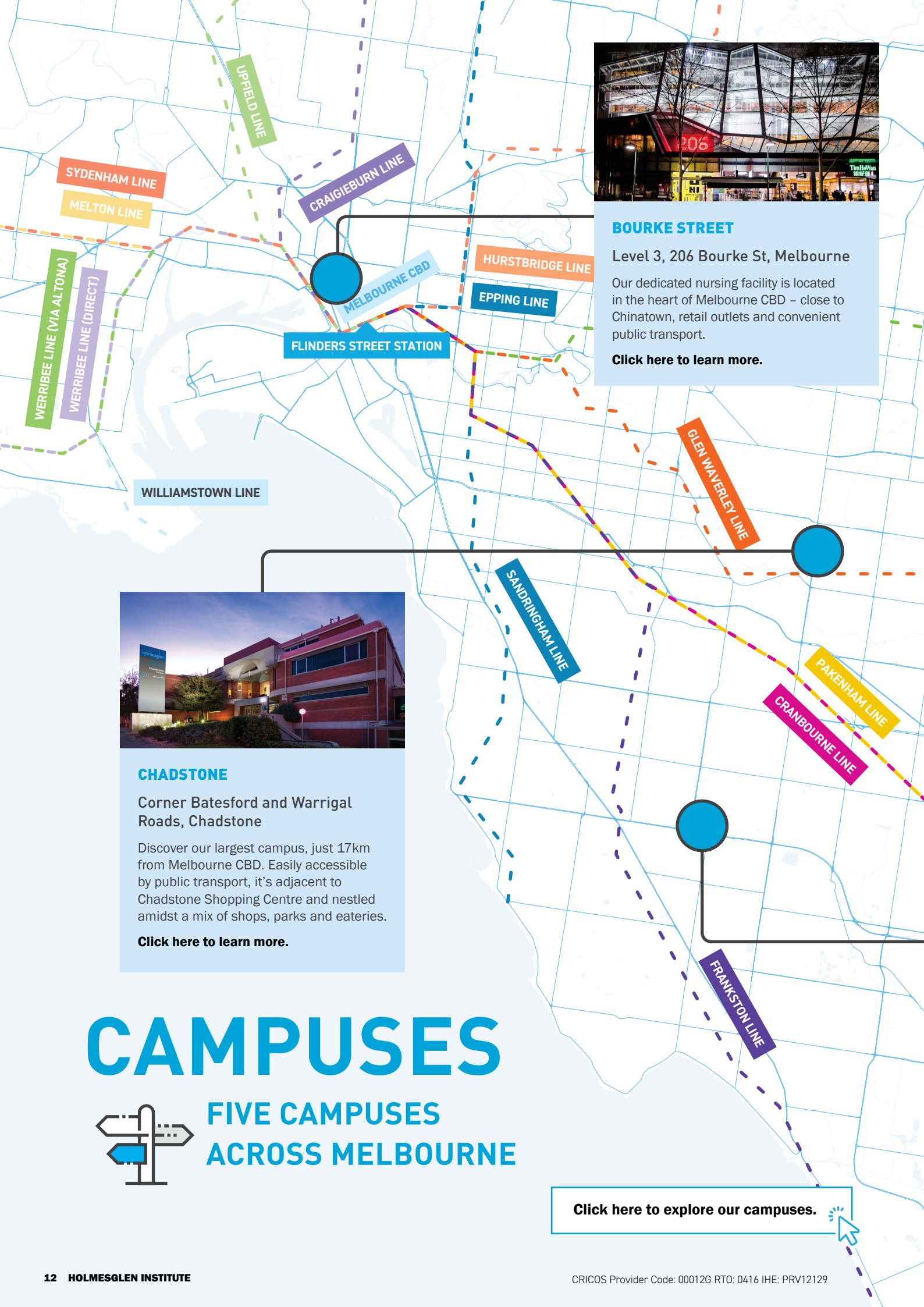
JOSHUA

My Holmesglen experience as an international student has provided the pathway to now be working in the sports industry. My lecturers have been supporting me since day one when I had a tough time getting used to a new environment and understanding Australian culture.

As well as studying the practical and theoretical aspects of the sports industry, we were fortunate to engage and connect with guests from different sports organisations. I was able to start my journey in the sports industry by asking my lecturers if they had any connections so I could gain an early start and build my professional network. The internship is one of the most anticipated experiences at Holmesglen where we can work with sports organisations and feel what it is like working in the industry. It is challenging but a great opportunity!

When I'm asked for advice for other international students, I tell students to be authentic. It will be challenging to get to know Australian culture and be part of it. There will be good times and bad times, like with anything you do, but by being truly authentic and knowing who you really are the good things will gravitate to you.





BOURKE STREET

Level 3, 206 Bourke St, Melbourne

Our dedicated nursing facility is located in the heart of Melbourne CBD – close to Chinatown, retail outlets and convenient public transport.

Click here to learn more.



CHADSTONE

Corner Batesford and Warrigal Roads, Chadstone

Discover our largest campus, just 17km from Melbourne CBD. Easily accessible by public transport, it's adjacent to Chadstone Shopping Centre and nestled amidst a mix of shops, parks and eateries.

Click here to learn more.

CAMPUSES

**FIVE CAMPUSES
ACROSS MELBOURNE**



Click here to explore our campuses.



GLEN WAVERLEY

595 Waverley Road, Glen Waverley

The Waverley campus, about 23km from Melbourne CBD and near Glen Waverley's shopping area, is a modern facility set in landscaped gardens. It's easily reachable by public transport.

Click here to learn more.

HOLMESGLEN AT EILDON

Moore Road, Eildon

Holmesglen at Eildon, 140km from Melbourne, is set in Victoria's countryside. This site offers specialised learning experiences and recreational activities, allowing students to engage with the natural Australian environment.

Click here to learn more.



LE CORDON BLEU®
AUSTRALIA

LE CORDON BLEU MELBOURNE AT HOLMESGLEN

CRICOS PROVIDER CODE: 02380M

As a leading culinary arts education provider with 130 years of expertise, Le Cordon Bleu can help set students up for success in the rapidly growing hospitality industry. Its Melbourne campus – which opened in 2015 in partnership with Holmesglen – offers a plethora of programs, from cuisine and patisserie to bachelor and master's degrees in hospitality management. Taught by industry experts in fully-equipped facilities, each program is designed to develop innovation, creativity and entrepreneurial flair.

Whether you're an aspiring chef, chocolatier, hotel manager or business owner, Le Cordon Bleu Melbourne has a range of certificates, advanced diplomas and higher education degrees to help take your career to the next level.

For a full list of programs, cordobleu.edu/melbourne



MOORABBIN

488 South Road, Moorabbin

The Moorabbin campus, about 18km from Melbourne CBD and 6km from Brighton beach, features a renovated setup. It's home to a top-tier Health Science facility, Le Cordon Bleu Culinary Institute, and the Holmesglen Private Hospital, offering practical opportunities for nursing and health students.

Click here to learn more.



PGA INSTITUTE

CRICOS PROVIDER CODE: 02754G

The PGA Institute takes pride in pioneering golf industry education, characterised by an unwavering commitment to their students. As Australia's only Registered Training Organisation qualified in golf industry education, their primary mission is to empower graduates for successful careers in the golf industry, offering distinctive programs that equip students with the essential knowledge and skills required to excel in the dynamic world of golf.

In collaboration with Holmesglen, the PGA Institute is delighted to offer the Diploma of Golf Business and Management (11256NAT, CRICOS: 116181D) as a pathway to Higher Education. Upon completion of the Diploma of Golf Business and Management, students will receive credit into Holmesglen's Bachelor of Sport (Business).

The PGA Institute's training programs are acknowledged as industry leading. Maintaining collaboration with golf industry experts ensures their education and training enhances graduate employability. For a comprehensive education in the golf industry, the PGA/Holmesglen pathway program is the ultimate choice.

For further information: pgaigi.com

STUDENT LIFE AT HOLMESGLEN



At Holmesglen, you will have access to a complete range of services and programs to assist and support you throughout your studies and your exciting new life in Melbourne. These support services are available to you at no additional cost.





ORIENTATION PROGRAMS

Your journey at Holmesglen commences with your Orientation Program, a vital introduction to studying at Holmesglen and living in Melbourne. Held at the start of each intake, a wide range of fun and informative sessions and activities are offered to our new international students, enabling you to:

- Become familiar with your campus and facilities
- Meet other students
- Learn more about the useful resources and services available to you throughout your student life at Holmesglen
- Meet International Centre and student support staff
- Obtain important information about transport, your safety and on-campus security, visa regulations, Overseas Student Health Cover (OSHC), health services and financial advice.

BECOME A STUDENT LEADER

Holmesglen values the voice, ideas, and opinions of our vibrant student community. We are dedicated to partnering with our students on every aspect that impacts their enriching experience at Holmesglen.

Explore a world of opportunities through our diverse student leadership programs, designed to empower you and bring your unique perspective to the forefront. Beyond the classroom, we offer avenues for personal and professional growth, ensuring you have a lasting impact on our institution.

Join our dynamic community and unleash your potential by becoming an Institute Ambassador, a Student Representative, or a Course Leader. Your journey of leadership and influence starts here, at Holmesglen.

STUDY SUPPORT

Throughout your studies at Holmesglen, you will have access to a range of academic support programs and services, to assist you in achieving your study goals successfully. Customised academic support programs to meet your needs can assist you with:

- Language, literacy and numeracy needs
- Time management and study skills
- Presentation skills
- Note taking and summarising
- Assignment structure and formatting
- Essay and report writing
- Academic referencing

SUPPORT SERVICES

A wide range of support services are available to international students, including:

- Institute accommodation, including airport reception
- Information technology (IT) assistance
- Overseas Student Health Cover (OSHC) services
- Confidential counselling and welfare support
- Disability support
- Career services, including support to find part-time work and job preparation
- Learning Skills Centre
- Library
- Social clubs, events and activities
- Health services, including campus doctor
- 24 hour on campus security

Detailed information on all of Holmesglen's student support services and activities is available at:

holmesglen.edu.au/current-students/student-support

IT'S NOT JUST ABOUT STUDY... IT'S ABOUT THE EXPERIENCE

Our Student Life Team is here to ensure you have every opportunity to achieve the right study-life balance. They host a range of activities to broaden your mind, meet new people, enjoy your spaces and really experience life in Australia while you study.

The student life team offer an extensive range of social and sports clubs, trips and tours and regular events to get you involved and connected. All of our activities are designed to fit a learner budget, so you can take part at a fraction of the price. Some activities are even free!

ENJOY LIFE ON AND OFF CAMPUS

With multiple free events each year held across each of our 6 main campuses, you will be able to take advantage of free food, giveaways, games and special learner offers.

Our events aim to regularly celebrate significant cultural events, promote health and wellbeing and raise awareness on key social issues.





SEE AND EXPERIENCE AUSTRALIA WITH OUR TRIPS AND TOURS

Our program offers learners the chance to step off campus and experience a diverse range of trips and tours that showcase what Melbourne and Australia has to offer. Trips can vary from a day trip, weekend trip or even interstate trips.

TRIPS HAVE INCLUDED:

- Brisbane and Moreton Island
- Mt Buller
- Sydney and the Blue Mountains
- Phillip Island
- The Great Ocean Road

For more information, visit
holmesglen.edu.au/current-students/student-life



JOIN A SPORT OR CLUB

Our special interest clubs offer a great way for learners to connect with peers, bond over similar interests and find a group of like-minded learners.

You can even start your very own club.

SOME EXISTING CLUBS INCLUDE:

- Movie Club
- Foodies Club
- Strike Club
- Adventure Club
- Basketball
- Futsal (indoor soccer)
- Cricket

COST OF LIVING

Ready to settle into one of the world's most liveable cities? This cost of living guide will prepare you for the need-to-know details of what to expect when embracing one of Australia's most multicultural havens. From navigating the rental market to managing grocery bills, these tips will help you make the most of your international study experience and provide clarity on what to expect financially.

ACCOMMODATION

Finding yourself a new home away from home is one of the most crucial first steps when you arrive in Australia. Melbourne offers various accommodation options; the key is finding what fits within your budget.

Holmesglen provides institute-owned accommodation from A\$180 per week, which includes the cost of internet, facilities, and cleaning services. In Melbourne, homestays typically cost between A\$275 and A\$400 per week. On average, purpose-built student accommodation costs A\$414 per week, while private rentals have fees ranging from A\$250 to A\$414.

UTILITIES

When considering your budget, don't forget to account for utility costs, including electricity, water and internet bills. Keep in mind that costs may vary based on personal usage, the type of accommodation and the energy or internet provider you select. On average, you can expect utilities to cost approximately A\$50 per week.

TRANSPORTATION

Melbourne boasts a versatile public transport network that includes trams, buses and trains. Full-time undergraduate Holmesglen international students are eligible for an **International Student Travel Pass**. Learn more about the International Student Travel Pass and public transport fares via the Public Transport Victoria website.

GROCERIES & EATING OUT

In Melbourne, you can expect to spend an average of roughly A\$130 per week on groceries.

During your studies, you will also want to embrace Melbourne's famous food scene. Depending on where you dine, a meal out could cost between A\$8 and A\$40; however, some venues may charge even higher prices.

ENTERTAINMENT

There's no shortage of activities in Melbourne, which are designed to suit every budget. Plus, with many free events and activities on offer at Holmesglen, you can have fun without spending a cent.


Depending on your hobbies, you can expect to spend between A\$16-A\$152 per week on entertainment. Many organised events also offer concession prices for students, so be sure to explore all your options when planning entertainment.

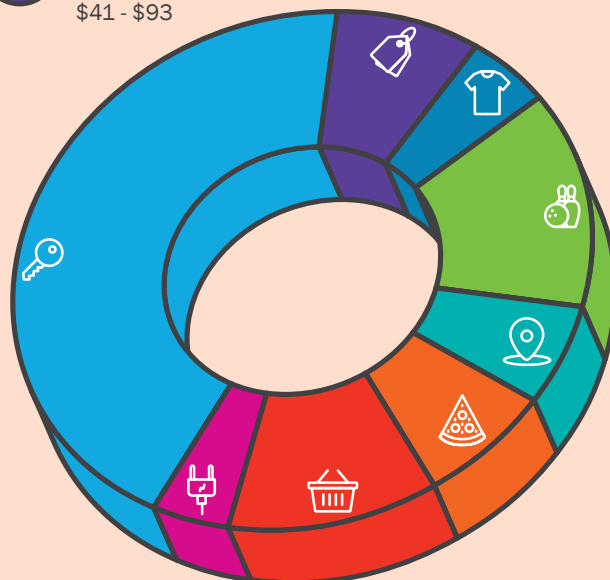
CLOTHES/PERSONAL CARE

Renowned as the fashion capital of Australia, Melbourne is the perfect place to tap into your stylish side – and you can do it on a budget. Check out famous fashion markets like the **Camberwell Market** or Chapel Street, which houses several second-hand shops. Melbourne also features a range of large shopping centres and factory outlets that offer seasonal sales. Depending on the brand and other variables, a single clothing item could cost anywhere from A\$10-A\$52 on average.

While the Australian Government requires international students to have at least A\$29,710 to cover 12 months of living costs, your cost of living will vary depending on your unique circumstances. To get a customised estimate, use the **Study Melbourne Cost of Living Calculator** and tailor the options to your needs.

Cost of Living, weekly estimates:

 RENT \$180 - \$477	 EATING OUT \$10 - \$40 per meal
 UTILITIES \$50	 ENTERTAINMENT \$39 - \$152
 GROCERIES \$130	 CLOTHES \$10 - \$57 per item
 PUBLIC TRANSPORT \$68 (\$20 with a 365 day international student)	
 OTHER (MOBILE PLAN, GYM MEMBERSHIP, PERSONAL CARE) \$41 - \$93	





A PLACE TO CALL HOME



Give yourself the best opportunity to enjoy your study experience by arranging a comfortable and safe place to live. Holmesglen offers a variety of accommodation options, including Institute Accommodation and homestay, and can also assist you with organising privately owned shared accommodation and student apartments.

INSTITUTE ACCOMMODATION

Living in Institute Accommodation is a great way to become friends with other students from different cultures. Houses are located within a convenient distance from our Chadstone, Moorabbin and Waverley campuses. Houses are fully furnished, and can accommodate between two and six students, each with their own bedroom.

- Weekly rent covers internet, facilities, heating, cooling and cleaning services.
- Students opting for Institute Accommodation also receive complimentary airport reception upon arrival.
- A complimentary bed linen package is also included.

Cost: Weekly rent AU\$180.

Click for more information.

There are a range of accommodation options for international students. Depending on your needs and budget, you can choose from managed student accommodation, private rental accommodation, and homestay (e.g. **AHN homestaynetwork.org**).

For further information and valuable resources regarding accommodation, visit **studymelbourne.vic.gov.au**.

For advice or assistance seeking accommodation during your studies, you can contact our Student Life team via email **life@holmesglen.edu.au**.

For more information about your rights and renting as an international student, visit **Consumer Affairs Victoria**



AWARDING EXCELLENCE

INTERNATIONAL STUDENT OF THE YEAR

2023 WINNER

RIMPAL KAUR OUTSTANDING INTERNATIONAL LEARNER

BIS17 Bachelor of Information Systems

Rimpal is an inspiring IT student, thoroughly engaged in mastering the technical as well as the interpersonal skills to excel in her future career.

Currently enrolled at Holmesglen, Rimpal is honing her skills in programming, business analysis, information systems and databases, among others.

She displays excellence working on group projects, providing leadership, motivating and inspiring others towards reaching common goals.

“Working and collaborating on group projects is challenging but also a lot of fun,” says Rimpal.

When she talks to people in her community about her course, they are always surprised by her broad skills and knowledge that she has attained so far.



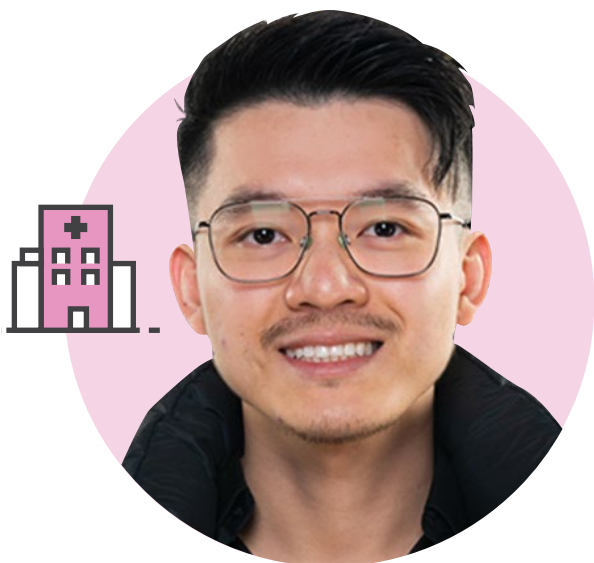
INTERNATIONAL LEARNER SCHOLARSHIPS

The Holmesglen International Learner Scholarship is awarded to current overseas learners who reflect Holmesglen's core values of Ambition, Scholarship, Passion, Integrity, Respect and Excellence. The value of this scholarship will be credited to the tuition fees of further study at Holmesglen. Selection is based on the applicant meeting the eligibility requirements and selection criteria.

Scan for more information about the International Learner Scholarship Program and its application process



FINALISTS



SEIV CHOUNG SOK 2023 FINALIST

BN20 Bachelor of Nursing

Originally studying a Bachelor of Design, Seiv Choung (also known as Kelvin) found the course wasn't the right fit, so he quickly enrolled in the Bachelor of Nursing after hearing about Holmesglen's high standards and reputation.

Shortly after starting his studies, the pandemic hit. Kelvin's family lost their business and ability to support him while studying overseas. Kelvin had to drastically increase his work hours to survive while balancing his study and course placements.

Kelvin volunteered on the front line as a PCR tester and at COVID-19 vaccination centres. He quickly grew his people, understanding and tolerance skills, often dealing with frustrated patients who had to wait hours in drive-thru testing lines up to 5km long.

“He's a very respectful student who strives for success, always works with honesty and is respected by his peers,” says teacher Michelle O'Sullivan.

YOK POH KHOR 2023 FINALIST

BFD16 Bachelor of Fashion Design

Yok Poh, demonstrated a natural flair for creative design and product development throughout his degree.

This creativity and hard work were rewarded when his first semester collection was chosen to appear at Melbourne Fashion Week where he won a top five place in the designer category.

As an international student, one of the most challenging aspects of Yok Poh's experience has been report writing. He turned to the Learning Skills Centre for help and is no longer daunted by the prospect of composing a report for either work or study.

Yok Poh's inspiration for the collection 'Sense Us' came from the many walks he took during lock down, and the auditory sensation of hearing the leaves rustling. He wanted to transpose these sounds of nature into wearable garments – a brilliant and innovative concept.



Scan to watch the video and hear from our 2023 finalists



STUDY WITH A DIFFERENCE

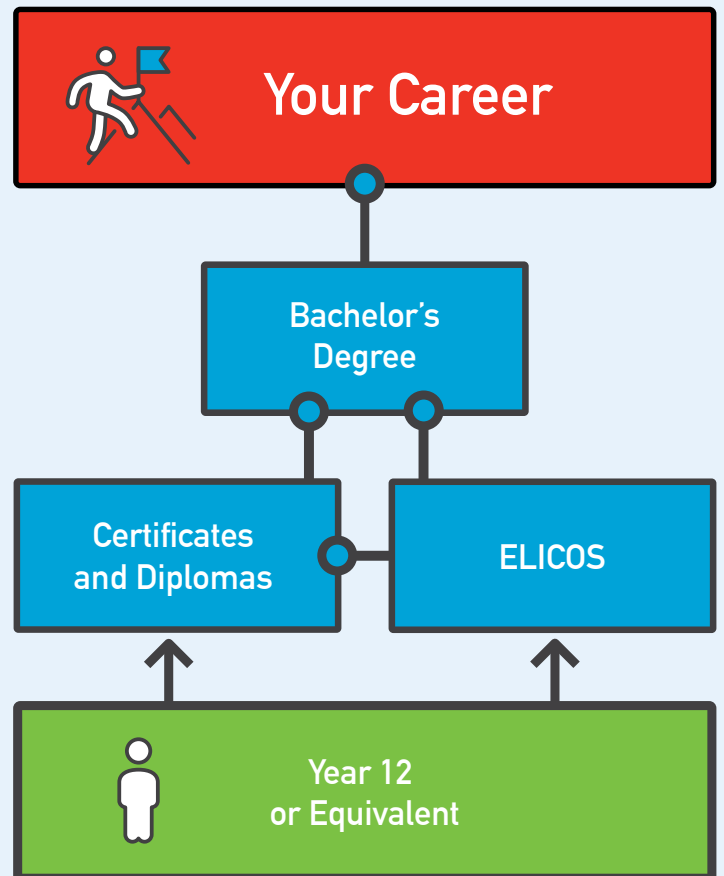
WHY HOLMESGLEN?

At Holmesglen, we offer a wide range of courses, from hospitality and IT to healthcare and trades, ensuring you find the perfect fit for your career aspirations. With state-of-the-art facilities, industry-experienced instructors, and a focus on employability, Holmesglen is your gateway to a successful and fulfilling career. Immerse yourself in a supportive learning environment, embrace cultural diversity, and embark on a journey of personal and professional growth. Discover the unique blend of academic excellence and practical training that Holmesglen provides, opening doors to a world of opportunities in one of the most welcoming and vibrant countries on the globe.



PATHWAY OPTIONS

At Holmesglen specifically, you will have the choice to enrol in certificates, diplomas (Vocational Education and Training, VET) and bachelor's degrees (Higher Education) at campuses across Melbourne. With several pathway programs available, undergoing vocational training at Holmesglen can also be the first step in pursuing higher education. At Holmesglen, you can explore diverse pathway programs with various entry and exit points, all leading you to your desired career.



As an international student, English Language Intensive Courses for Overseas Students (ELICOS) may be an ideal fit for you. These courses are specifically developed to help you improve your English language skills for further study and employment. You may choose to complete an intensive English course (ELICOS) at an approved ELICOS Provider in Australia.



COURSE CREDIT

If you have relevant qualifications, skills or work experience, you may be eligible to apply for credit or advanced standing towards your studies at Holmesglen. Recognition of Prior Learning (RPL) recognises your skills and competencies gained through your previous experience in the workplace, voluntary work, and formal or informal learning and can enable you to gain entry or credit into your chosen study area. Credit Transfer (CT) may be gained according to your previous successful completion of the same or similar subjects or units of competency within your selected course at Holmesglen.

Scan for more information



ASSESSMENT METHODS

Assessment of your learning will be completed using a variety of methods, focusing on measuring your competency, capabilities, understanding and knowledge. Assessment of competency-based training ensures that you have met the standard that is required to reach competence in your chosen study areas.

OUR DIVERSE RANGE OF ASSESSMENT METHODS MAY INCLUDE A COMBINATION OF:

- Written assessments
- Portfolios
- Industry projects
- Oral class presentations
- Problem-solving exercises
- Practical observation in a workplace or simulated work space.

OUR TEACHING METHODS

At Holmesglen, we are committed to supporting our learners to achieve their learning goals, so we provide small classes with hands-on experiences. With small classes, you won't be lost in the crowd. You'll soon get to know your fellow learners and feel part of Holmesglen — and your teachers will know you as an individual.

All teaching methods are designed to develop your analytical and critical thinking skills, together with providing the opportunity to apply your learning to real workplace situations.

TEACHING METHODS TO ENSURE YOUR WORK READINESS INCLUDE:

- Tutorials
- Lectures
- Workshops
- Hands-on practice
- Industry projects
- Online learning
- Field trips
- Work simulated training
- Work integrated learning
- Problem-solving exercises
- Clinical, studio and laboratory sessions.

MAXIMISE YOUR EMPLOYMENT POTENTIAL



The Holmesglen Employment Centre is a free professional recruitment service for employers and Holmesglen learners.

The service extends far beyond assisting learners in securing employment. Our staff offer ongoing support and contact with the learners. To date, the service has placed hundreds of learners from all faculties and disciplines into varied positions across an impressive range of employers.





HOLMESGLEN EMPLOYMENT CENTRE

1

CAREER ADVICE AND COUNSELLING

- Identify your career goals in line with your skills, strengths and interests
- Our career advisors will help you develop a career plan and expand your understanding of your chosen industry.

2

SKILLS ASSESSMENT AND TRAINING ADVICE

- Determine any new skills you may require.
- Find the right training courses and study pathways.

4

FREE WORKSHOPS

- Resume preparation
- Developing interview skills
- How to reverse market yourself.

3

ONE-ON-ONE CONSULTATIONS

- You'll get the personal support you need while searching for jobs
- Job readiness coaching.

5

FOLLOW UP SUPPORT

- Referrals to welfare, finance and other service providers.

Services are provided on a one-to-one basis, tailored to suit your needs.

Click for more information about the Holmesglen Employment Centre



BROWSE BY STUDY AREA

CLICK THE SUBJECT
HEADINGS FOR MORE
COURSE INFORMATION





Arts and Design

Explore your passion for fashion at Holmesglen's School of Fashion. Embrace your creativity with design, learn hands-on skills in pattern-making and garment construction, and master CAD tools for a successful journey in the world of fashion.



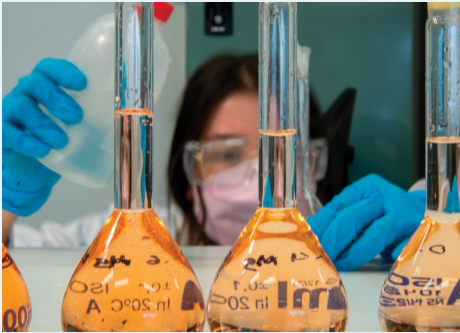
Business and Finance

Embark on a global career journey with our diverse range of business and finance courses, tailored to meet the needs of international students. Our programs are designed to equip you for success at every level, from entry positions to senior management roles.



Building and Construction

Embark on a transformative journey with our building and construction courses, designed to cater to international students for all stages of their educational and professional aspirations.



Nursing, Community and Health Sciences

Explore global opportunities in nursing, community, and health sciences with our courses designed for international students. Dive into the growing field of healthcare, whether you dream of becoming a nurse, supporting the community, or delving into health sciences.



Computing and IT

Step into the world of computing and IT with courses tailored for international students. In today's global landscape, computing and IT professionals play a crucial role in organisations, large or small, local or international.



English, Education and Teacher Training

Embark on a global journey of education and support with our courses tailored for international students. Whether you dream of inspiring the next generation as a teacher, a tutor, or nurturing young minds in early childhood, we have the perfect programs for you.



Hospitality, Tourism and Events

Tailored for global learners, our programs emphasise practical, job-ready experiences, offering you the opportunity to seamlessly transition into employment in thriving global industries.



Horticulture and Environment

Our horticulture and environment courses tailored for international students provide a deep dive into the world of sustainability and aid students in becoming a champion for preserving the natural environment.



Sport, Fitness and Wellbeing

Start your journey in the world of sport, fitness, and wellbeing with our courses tailored for international students. There are lots of job opportunities waiting for you in this field all around the world.

ARE YOU READY TO START YOUR INTERNATIONAL STUDENT JOURNEY?



THEN IT'S TIME TO APPLY!

At Holmesglen, we want to make your application process as seamless as possible, so you can focus on the exciting parts of preparing for your move to Melbourne. Here is our step-by-step guide on how to apply to study at Holmesglen:

1

CHOOSING A COURSE

You'll need to consider your passions and future career goals when it comes to choosing the right course for you. Holmesglen offers a wide range of **courses for international students**. If you know what you want to study, but want to understand more about how we at Holmesglen care for our student community, check out our **wellbeing services**.

If you're not sure which course is right for you, contact our friendly staff or send in an enquiry - that way, we can review all of your available options and help you choose the right path.

Visit holmesglen.edu.au
Email international.admissions@holmesglen.edu.au
Call +61 (03) 9564 1703

2

PREPARING YOUR APPLICATION

There may be certain academic prerequisites, such as English language proficiency, you need to meet before you are eligible to apply for your chosen course. These are detailed under each course overview on our website.

You will also need to provide us with **certified copies** of your supporting documentation, including:

- Academic transcripts (with English translations where applicable)
- Proof of English language proficiency (for example, IELTS or PTE)
- A statement of purpose (i.e. a personal statement addressing the Genuine Student requirements)
- Formal identification (i.e. scan of passport photo page)
- Work experience letter (if applicable)

5

RECEIVE YOUR APPLICATION OUTCOME

Once our assessment officers have all of the required information and documentation to assess your application, they will inform you of the outcome of the application.

If you are successful - congratulations! You can expect to receive a Letter of Offer along with a Fee Schedule.

4

COMPLETE THE APPLICATION FORM

Now it's time to fill in your application form. Ensure you have read and understood Holmesglen's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedure as outlined in the International Study Guide before proceeding.

Complete **all** sections of the application form in BLOCK letters and don't forget to include your signature and current contact details.

Incomplete applications and/or insufficient supporting documentation may delay the finalisation of your application.

3

CONTACT AN EDUCATION AGENT

Education agents are available to make your application to Holmesglen even easier.

We have Holmesglen approved education agents across the world who can help you choose the right course, prepare your application to Holmesglen, and even guide you through your student visa application.

Find an education agent in your country.

Note: If you are not applying to Holmesglen with an education agent, you will be required to submit an application fee of AU\$500 along with your application (see **Step 4**).

6

CONFIRM YOUR ENROLMENT

If all of the conditions on your Letter of Offer have been met, you can proceed with the deposit of your first fee installment, as outlined on the Fee Schedule.

Once complete, send evidence of your payment (i.e. Remittance Advice) along with your Offer Acceptance Form. Then, you will receive an electronic Confirmation of Enrolment (eCoE) which you will require for your visa application.

We encourage you to accept your offer and submit your fee payment as soon as possible to allow time for **visa processing**.

7

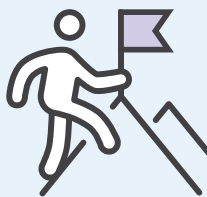
START YOUR VISA APPLICATION

If you are applying for a **Student visa (subclass 500)**, you can do so via the **Department of Home Affairs** website. Approved Holmesglen education agents (see: **Step 3**) can assist you through this process.

Make sure you are eligible for your chosen visa and have all of the required documentation before proceeding with your visa application.

8

START YOUR NEW JOURNEY WITH HOLMESGLEN!



It's time to start preparing for your new life in Melbourne!

Make sure to consider **accommodation** - you'll need somewhere to call home. You'll also want to think about budgeting for your new cost of living, opening an Australian bank account, and consulting the Holmesglen support services - all of which are detailed on our **Student Support page**. Student Services is designed to make your transition into student life as smooth as possible.

For additional guides on everything you need to know as an international student, head to the **Study Australia** website. If you have questions regarding your visa and traveling to Australia, consult the **Department of Home Affairs** website.

We can't wait to welcome you to Melbourne!

TERMS AND CONDITIONS OF ENROLMENT

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION FORM

All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website holmesglen.edu.au.

Please read these Terms and Conditions of Enrolment carefully and prior to completing your overseas learner application form. Please ensure that certified copies of your academic transcripts and English Language assessments are attached to your application.

Applicants must be 18 at the time of commencement of their first course of study.

ACRONYMS/DEFINITIONS

DHA – Department of Home Affairs

ELICOS – English Language Intensive Courses for Overseas Students

RPL – Recognition of Prior Learning

eCoE – Electronic Confirmation of Enrolment

CT – Credit Transfer

VLC – Visa Length Cover

International Learner – Includes student visa holders (overseas learners)

The ESOS Act – The Education Services for Overseas Student Act 2000

The National Code 2018 – National Code of Practice for Providers of Education and Training to Overseas Students 2018

PRINCIPAL COURSE OF STUDY

Where a student visa has been issued for multiple courses of study, the principal course of study is the final course of study the learner will undertake on that student visa.

OVERSEAS STUDENT HEALTH COVER

All overseas learners must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Holmesglen requires that learners purchase OSHC to cover the full duration of their studies at Holmesglen (visa length cover).

TERMS AND CONDITIONS OF ENROLMENT

Applicants are required to sign on the Application Form that they have read, understood and consented to the Fee Payment and Refund Procedure and to the Terms and Conditions of Enrolment for all courses delivered at Holmesglen campuses as detailed underneath.

Learners are responsible for keeping a copy of their written agreement (Holmesglen's International Study Guide, Overseas Learner Application Form, Letter of Offer and Offer Acceptance Form) as well as receipts of any payments of tuition fees or non-/tuition fees.

1. CONDITIONS OF ENROLMENT

- 1.1. Holmesglen reserves the right to cancel a course prior to its commencement, in which case a full refund of all fees paid will be made within two weeks.
- 1.2. A learner is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the learner's enrolment may be cancelled at the end of any appeals process.
- 1.3. For learners undertaking ELICOS programs the Institute reserves the right to report to DHA the details of a learner whose attendance is unsatisfactory.

- 1.4. Clinical or practical placements are compulsory for learners enrolled in courses that include these as a course requirement. Failure in the placement may require the learner to repeat the entire semester for which a full semester fee will be payable.

- 1.5. Holmesglen is required to report to DHA instances where a learner fails to make academic progress in two consecutive study periods. All learners are notified beforehand of Holmesglen's intent to report to DHA and are provided with 20 working days to access the Institute's complaints and appeals process.

Academic Progress is reviewed in each study period. Overseas learners are required to ensure they repeat any subjects/modules failed in that period so as to ensure completion of their course within the duration specified on their eCoE.

Detailed information on the Institute's Academic Progress Policy and the Complaints and Appeals Process is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.

- 1.6. All learners are bound by the Institute's Learner Discipline Regulations and the Sexual Harassment Policy. Detailed information on the Holmesglen Rules for Learner Discipline and Sexual Harassment are covered in the International Learner Orientation Program and available online at holmesglen.edu.au. Failure to adhere to these regulations may lead to the suspension or cancellation of a learner's enrolment. Learners will be provided with 20 working days to access the Institute's complaints and appeals process.

- 1.7. For detailed information on the ESOS Framework, [click here](#).

All overseas learners must read this document prior to accepting a Holmesglen Letter of Offer and forwarding tuition fees.

- 1.8. The National Code 2018 restricts the capacity of learners to transfer to other providers prior to completing six months of their principal course.

Holmesglen will not allow learners to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

Circumstances that are considered detrimental to a learner's study plan could be but are not limited to:

- Change in Study Plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglen are non-refundable
- Increased duration of studies in Australia
- Level of support services at new provider not equivalent
- Transfer would jeopardise learner's progression through a package of courses.
- Within six months of a course beginning learners may experience home-sickness and transfer to another registered provider is not likely to overcome this problem
- Holmesglen is of the view that the learner is avoiding being reported to DHA for failure to meet attendance or academic progress requirements.

- 1.9. Learners wishing to apply for a Letter of Release will need to complete an Application for Release Letter Form, available from the Information Office or online via holmesglen.edu.au. This form will provide information on Holmesglen's procedures for the assessment of such applications and the mechanism for the learner to appeal. There is no cost attached to applying for a Letter of Release; however learners will need to contact DHA to seek advice on whether a new student visa is required. In instances where a Letter of Release is granted, Holmesglen's Fee Payment and Refund Procedures will be applied to any Fees and Charges Refund Request received.

Detailed information on Holmesglen's transfer policy between registered providers is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.

- 1.10. After arrival in Australia, Holmesglen's policy restricts a learner from transferring to another course of study at the Institute other than for which their student visa has been granted.
- 1.11. The National Code 2018 requires overseas learners to complete their course within the duration specified on their eCoE except in limited circumstances. In these circumstances, Holmesglen will issue a new eCoE to extend the duration of study for the course.
- 1.12. The National code 2018 requires that overseas learners attend a course on a full-time basis, this constitutes a minimum of 20 contact hours per week.

For detailed information refer to information online at holmesglen.edu.au. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a learner's enrolment.

- 1.13. The National Code 2018 requires overseas learners to keep Holmesglen informed of their current address. Learners are responsible for completing updates online via the student portal. This information is covered in the International Learner Orientation Program and the Holmesglen website, holmesglen.edu.au.
- 1.14. Overseas Learners may apply for Credit Transfer (CT)/Recognition of Prior Learning (RPL) within one week of a study period commencement. There is no fee reduction for learners granted CT/RPL for Certificate and Diploma programs (VET). Where possible, learners will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course – in which case a new eCoE will be issued. For Higher Education Degrees, fees are charged per subject enrolled. A detailed CT/RPL policy and procedure is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.
- 1.15. Accompanying school-aged dependants of overseas learners will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.16. Overseas learners must maintain adequate health cover for themselves and any members of their family unit who are with them for the duration of their student visa.
- 1.17. Learners need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DHA will be advised. Information pertaining to the circumstances in which a learner may defer, suspend or cancel their enrolment is available online at holmesglen.edu.au.

- 1.18. Holmesglen is required to advise DHA when a learner fails to commence a course, withdraws before the course ends, or changes course.
- 1.19. Learners who are unable to arrive on time may be given up to one week to commence. After one week the learner cannot be guaranteed a place in the course. If the learner arrives after the agreed date, they may be required to return home or be placed in an English language program until the next available commencement date for the course.
- 1.20. After a learner commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. Unpaid fees will result in the cancellation of a learner's enrolment at the end of any appeals process. No refunds are payable for any deposit held. Overseas learners are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for an appeal. A fee of AU\$300 will be levied on learners who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.
- 1.21. Learners who are enrolled with partner providers will use the support facilities provided by these institutions.
- 1.22. Learners applying for a packaged program leading to a Bachelor degree will be required to pay a deposit for the first semester of the degree at the time of acceptance. For courses offered by university partner providers, learners will be governed by the partner university international admissions, refunds and transfer policies which include a Genuine Student assessment and the payment of upfront fees. Please refer to the partner university website for full information on these policies.
- 1.23. By enrolling at Holmesglen, the Learner agrees that while in Australia and studying, they will notify Holmesglen of any changes to their contact details within Seven (7) working days of the change. Contact details include; current residential address, mobile number (if any), email address (if any) and emergency contact details.

2. PERSONAL INFORMATION

- 2.1. Information is collected in the Overseas Learner Application Form and during your enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018. Information collected about the learner on the Application Form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on the Application Form or during your enrolment can be disclosed without your consent where authorised or required by Australian Law Enforcing Agencies.
- 2.2. Information held on learner files including attendance records, academic progress reports is the property of Holmesglen. This information may be given to authorised government departments but will not be made available to learners, the general public or third parties.
- 2.3. By enrolling at Holmesglen, the learner agrees that information relating to academic performance may be made available to their parents or welfare carer, and/or agent.

3. INFORMATION ABOUT HOLMESGLEN

- 3.1. Holmesglen only accepts responsibility for information given to overseas learners from the following sources:
 - The International Study Guide
 - The Holmesglen website: **holmesglen.edu.au**
 - Institute personnel
 - Holmesglen accredited overseas agents
 - IDP Education offices.
- 3.2. Holmesglen does not accept liability for information provided by sources other than these.

4. ACCOMMODATION

- 4.1. The accommodation provided by Holmesglen is detailed in the International Study Guide. Applicants who are applying for Institute accommodation should familiarise themselves with this information.
- 4.2. Refunds for accommodation expenses paid in advance will be in accordance with the Institute Fee Payment and Refund Procedures.
- 4.3. Other than placing a learner with an Australian family or booking the learner into any of the accommodation options included in this Study Guide, Holmesglen takes no responsibility for the accommodation provided.

5. AIRPORT RECEPTION

- 5.1. Airport Reception is only available to learners who have requested Holmesglen arranged accommodation.
- 5.2. Learners are required to notify Holmesglen of their flight number, date and time of arrival at least 7 days in advance.
- 5.3. Holmesglen does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

6. COMPLAINTS AND APPEALS

- 6.1. Holmesglen has established an independent Complaints and Appeals procedure which provides for prompt resolution of any learner complaints. **Click here** for detailed information on the Complaints and Appeals Procedure. This will also be covered in the International Learner Orientation Program.
- 6.2. Beyond this procedure, all learners have a right to pursue further action through the Australian legal system.

FEE PAYMENT AND REFUND PROCEDURES

When the Institute accepts an overseas learner's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the overseas learner for the purposes of the Education Services for Overseas Students Act 2000 (the ESOS Act) and the National Code of Practice For Providers of Education and Training to Overseas Students 2018 (National Code 2018).

1. APPLICATION FEE

- 1.1. On application for admission to a course, an application fee of AU\$500 is payable and will be credited against the learner's tuition fee.
- 1.2. This application fee of AU\$500 is non-refundable in the case of a learner withdrawing an application after a Letter of Offer is issued.
- 1.3. If the learner's application for admission is rejected, then the AU\$500 application fee will be reimbursed in full.
- 1.4. Learners applying through the accredited agents and IDP Education offices are exempt from including the AU\$500 application fee with their application.

2. PAYMENT OF TUITION FEES

- 2.1. A study period at Holmesglen consists of no more than 24 weeks within a semester. The ESOS Act now limits the collection of prepaid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the learner's Letter of Offer and Fee Schedule. Learners can pay full fees if they wish to, but are not required to pay more than 50% up front.
- 2.2. Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn from an Australian bank in Australia). Holmesglen's bank account details are:

Account Name:

Holmesglen Institute of TAFE

Bank Name:

Commonwealth Bank of Australia – Ashburton Branch

Bank Address:

205 High Street, Ashburton, Victoria, Australia

SWIFT CODE: CTBAU2S

Branch Number (BSB): 063103

Account Number: 00901243

Once payment has been lodged, learners must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for Holmesglen to track the payment.

- 2.3. Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, or over the internet.
- 2.4. Further fees are payable for additional courses, graduation ceremonies, excursions, resitting tests and examinations, textbooks, materials and activities.
- 2.5. When learners have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However, when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro rata tuition fee is payable.

- 2.6. Where a learner has a packaged offer with a partner institution, Holmesglen reserves the right to impose an upfront deposit fee which will not be refundable.
- 2.7. Learners who enrol in additional courses will be required to pay the full-time course fee applicable to that course.
- 2.8. Holmesglen reviews its tuition fees and other charges annually. Learners will be required to pay the current fee that applies from the beginning of the next study period. If the learner defers their course, they will be required to pay the fees applicable to the new commencement date. If the learner changes course the new course tuition fee will apply. Learners enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner.

Holmesglen makes every attempt to provide an indication of the partner institutions' fees at the time of production of this study guide. However, learners should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.

- 2.9. There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For Bachelor's and Master's programs, fees are charged per subject.
- 2.10. The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.11. Where the Goods and Services Tax (GST) applies to programs and services in the International Study Guide, the tax is included in the advertised fee.
- 2.12. Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.
- 2.13. Learners are responsible for keeping a copy of receipts of payments of tuition fees or non-tuition fees.

3. REFUND PROCEDURES

All refund procedures outlined apply only to tuition fees. These procedures do not apply to additional course fees and non-tuition fees.

Claims for refunds must be made in writing using the prescribed form available from the Information Office or **by clicking here**. Refunds that are approved will be made within four weeks after receipt of a written claim. If a learner withdraws their application once tuition fees are paid, the following will apply:

- 3.1. If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to learners. No refund of the ELICOS tuition fee will be made to learners withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2. If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to learners who have paid tuition fees for a forthcoming study period.
- 3.3. If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.

- 3.4. Where a learner has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the learner is returning to and the learner will be required to pay any balance prior to resuming their studies.

If the learner does not return to their studies see 3.5. No refund will be granted if the learner decides not to recommence studies except in compelling or compassionate circumstances.

- 3.5. Where a learner has been granted a deferral in their course, tuition fees paid will be transferred to the subsequent study period. Where the learner does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a learner has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.

- 3.6. Where a learner has been accepted into a course subject to attaining a required level of English language proficiency and the learner does not attain that level of proficiency, the learner will be requested to continue with English language training for a prescribed further period. Where the learner does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.

- 3.7. Where a learner has been granted a deferral in their course due to a delay in their student visa grant, tuition fees paid will be transferred to the subsequent study period. Where the learner does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

- 3.8. Where a learner has had to withdraw because of student visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid – less a AU\$250 administrative fee. Where a student visa is refused in Australia for a course the learner is currently enrolled in, a refund will be granted on a pro rata basis.

- 3.9. Where a learner does not lodge the student visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.

- 3.10. Where a learner's enrolment is cancelled because of misbehaviour or breaching of student visa conditions, a pro rata refund of tuition fees will be made from the date of enrolment cancellation.

- 3.11. Tuition fees will not be transferred to other educational institutions except in exceptional circumstances authorised by the Associate Director, International Student Programs.

- 3.12. No refund or transfer will be made to third parties.

- 3.13. Overseas learners who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.

- 3.14. Learners who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at **csu.edu.au**.

A copy of the Charles Sturt University Refund Procedures will be made available to learners at the time of enrolment in their degree program.

- 3.15. These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion. The decision of the Board is final.
- 3.16. These procedures do not remove the right of an overseas learner to take further action under Australia's consumer protection laws.

4. REFUNDS – ACCOMMODATION

- 4.1. Where a learner has made a payment towards Institute Accommodation, a full refund will be granted if a learner has their student visa refused.
- 4.2. Where a learner has made a payment towards Institute Accommodation, and in circumstances other than when a learner has had their student visa refused:
- A full refund is available to learners in the event that accommodation is at capacity
 - A 90% refund will be made to learners withdrawing up to four weeks prior to the commencement of their course
 - A 75% refund will be made to learners withdrawing less than four weeks prior to the commencement of their course
 - No refund will be made to learners who withdraw after the commencement of their course.

5. EDUCATIONAL PACKAGE

- 5.1. Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an education package comprising of the prerequisite course and the principal course of study. An example is a learner required to satisfactorily complete an English Language Program and attain a stated level of English language proficiency, as a condition of entry into a principal course of study. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.
- 5.2. Holmesglen/Partner University bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a learner required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee is payable for acceptance into the principal course of study at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the learner chooses not to proceed with their degree course, the degree deposit is non-refundable.
- 5.3. Other Institutions: When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a learner required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee is payable for acceptance into the principal course of study at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoEs are required to be issued post arrival in Australia, Holmesglen will levy a fee of AU\$500. This fee is also non-refundable.

6. ADDITIONAL SUBJECTS

- 6.1. Learners who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost with the exception of bachelor's and master's degree studies where fees are charged per subject.
- 6.2. For learners who have not paid a full fee in the current study period a pro rata fee will be charged for additional subjects.
- 6.3. Learners will only be allowed to enrol in off-campus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.

7. PROVIDER DEFAULT – TUITION FEE PROTECTION SERVICE

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist overseas learners whose education providers are unable to fully deliver their course of study for which tuition fees are paid.

In accordance with the Tuition Protection Service requirements, Holmesglen Institute ensures that, if Holmesglen Institute is unable to provide services for which you have prepaid the tuition fees, you will have the option to:

- Complete your studies in another course or with another education provider or
- Receive a refund of your unspent tuition fees in excess of a total of \$1500.
- The Tuition Protection Service will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.
- For more information on the Tuition Protection Service for overseas learners, refer to the information accessible on the Australian Government website: tps.gov.au

8. LEARNER RIGHTS

This written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the learner to take action under the Australian Consumer Law if the Australian Consumer Law applies.

ENGLISH LANGUAGE TESTS

The tables below shows the English language test providers. It includes information on English Language Intensive Courses for Overseas Students (ELICOS). It also states the minimum overall band scores you must achieve to meet the Student visa English language requirement.

English language test providers	Minimum test score	Minimum test score if principal course is accompanied with either at least 10 weeks of ELICOS or a Foundation (Standard/Extended) program or an eligible Pathway program*	Minimum test score if principal course is accompanied by at least 20 weeks of ELICOS
International English Language Testing System (IELTS)	6.0	5.5	5.0
TOEFL IBT	64	46	35
Cambridge English: Advanced (Certificate in Advanced English)	169	162	154
Pearson Test of English Academic (PTE Academic)	50	42	36
Occupational English Test	B for each test component	B for each test component	B for each test component

Source: Refer to the Department of Home Affairs for information on English Language requirements.
<https://www.legislation.gov.au/F2024L00366/latest/text>

APPLICATION FORM

WHO SHOULD USE THIS FORM?

You should complete this form if you are an overseas learner applying for a CRICOS registered course listed in the current Holmesglen International Study Guide or on the Holmesglen website at www.holmesglen.edu.au. Applicants must be 18 at the time of commencement of their first course of study.

Learners are responsible for keeping a copy of their written agreement (Holmesglen's International Study Guide, Overseas Learner Application Form, Letter of Offer and Offer Acceptance Form), as well as receipts of any payments of tuition fees or non-tuition fees.

HOW TO COMPLETE THIS FORM

- Please read this application form carefully and complete ALL sections using **BLOCK** letters.
- Your application will not be processed unless full documentation is attached. Ensure that certified copies of your academic transcripts, English language proficiency and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

- Applications will only be considered when accompanied by the AU\$500 Application Fee. Overseas Learners applying through Holmesglen appointed agents are exempt from this requirement.
- Ensure that you complete the **Document Checklist** and sign **Section 11 – Financial Declaration** and **Section 12 – Learner Declaration**.
- Holmesglen reserves the right to decline an application if its course academic or English Language proficiency entry requirements are not met, or the learner is not likely to meet the Department of Home Affairs Genuine Student requirements.

The Overseas Learner Application Form, together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the written agreement with the overseas student or intending overseas student and Holmesglen Institute.

Please submit your application together with all supportive documentation via email to international.admissions@holmesglen.edu.au.

SECTION 1 – PERSONAL DETAILS

Are you a current or former learner at Holmesglen? Yes No If yes, learner ID number:

Title: Mr Mrs Ms Miss Other – please specify

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if have one):

First Language:

Date of birth (DD/MM/YYYY): Gender: Male Female Unspecified

Disability/Allergies

The information below is used to assist in monitoring, supporting and improving services to learners with medical/disability requirements. This information is for support services only and will not affect the outcome of your application. If you have a condition/disability please attach relevant medical reports.

Do you have a disability, impairment, allergy or long term medical condition which may affect your studies? Yes No

If yes, please provide details:

Will you require support services, equipment and facilities to assist you? Yes No

If yes, please provide details:

SECTION 2 – CONTACT DETAILS

Permanent address in home country

Number and Street:

Suburb/City:

Province/State:

Country: Postcode/Zipcode:

Telephone: country code/area code/number Mobile:

Email address:

How long have you lived at that address:

Local address in Australian (if known)

Number and Street:

Suburb/City:

State:

Postcode:

Telephone:

Mobile:

Email address:

Emergency contact

All learners must provide the details of an emergency contact.

Family name:

Given name(s):

Relationship to learner:

Number and Street:

Postcode/Zipcode:

Province/State:

Country:

Telephone:

Mobile:

Email address:

SECTION 3 – PASSPORT AND VISA DETAILS

(Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.)

Country of birth:

Passport number:

Country of citizenship:

Expiry date:

Do you hold a current Australian Visa? Yes No

If yes, what type of visa do you hold?

Visa subclass:

Expiry date:

If no, what type of visa will you be applying for?

Have you or any immediate family member been refused entry visa to any country?

Yes No If yes, please attach evidence.

Have you breached any visa conditions in any country?

Yes No If yes, please attach evidence. Translated into English (if required) and certified.

Do you have any medical or health issues that may prevent you from obtaining your visa?

Yes No If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified.

(Visit immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health for a list of medical and health conditions of concern to the Australian Government.) Also note that health insurance in Australia will not extend to a preexisting medical condition.

Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.

SECTION 4 – OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? Yes No

If yes, who is your provider?

Membership number:

Expiry date:

If no, do you need Holmesglen to organise OSHC for you? Yes No

If yes, what type of OSHC do you need? Single Couples Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

SECTION 5 – COURSE PREFERENCES

Indicate your preferred course of study and campus, course titles and semester. If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all course.

Course	Full Course Title e.g. Certificate IV in Commercial Cookery	Intake (MM/YY)	Campus
Course 1			
Course 2			
Course 3			
Course 4			

SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

Please tick the appropriate box and attach your results.

- English is your first language.
- English was the language of instruction in your secondary/tertiary studies. (Documentary evidence must be provided if the institution is located in a non-English speaking country)
- I have completed an approved English language test (please specify below). IELTS TOEFL Pearson (PTE) Cambridge
- Other English Test. Type of English Proficiency Test: Date taken (DD/MM/YY)
- I have Completed an English course in Australia. (Attach evidence)
- Name of English language course: Start Date (DD/MM/YY)
- Name of English language provider: Completion Date (DD/MM/YY)
- I have not yet completed an approved English Language course, however, I have applied for or am currently attending an ELICOS Program.
- (Attach evidence – Test must be taken within 2 years of course commencement.)
- Name of English language course:
- Name of English language provider:

SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

- Official certified copies of all transcripts.
- If documents are not in English, they must be accompanied by an official certified translation.
- Have you studied at another educational provider in Australia? Yes No
If yes, please provide copies of all your CoEs (PRISMS confirmation of enrolment)

Secondary studies (high school studies - Year 12)

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

Post-secondary studies (tertiary studies - Diploma, Bachelor's, Master's, etc.). Please list your MOST RECENT qualification first.

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application.

Employer	Position	Duties	Country	Commenced MM/YYYY	Ended MM/YYYY

SECTION 9 – GENUINE STUDENT REQUIREMENT RESPONSES

Answers must be written in English, with a maximum of 150 words per question. You may attach a separate document addressing these questions. Along with your responses, you must attach supporting documentation.

1. Please provide details of your current circumstances. This includes ties to family, community, employment, and economic circumstances.

2. Explain why you wish to study this course at Holmesglen. Please explain your understanding of the requirements of the intended course at Holmesglen and studying and living in Australia.

3. Explain how completing your choice of course will benefit you.

4. Please provide of any other relevant information you would like us to consider.

5. Why do you want to study the courses you have applied for at Holmesglen?

The following additional questions are for applicants who have a) previously held a student visa or b) those who are lodging an application in Australia from a non-student visa.

a) Have you previously held a student visa? Yes No
If yes, please explain the reasons for applying for a student visa.

b) Are you intending to submit a student visa application in Australia while currently holding a non-student visa? Yes No
If yes, please explain the reasons for applying for a student visa.

SECTION 10 – FUNDING

1. What are the expected tuition fees for the duration of your chosen course? (AUD) \$

2. Who will be funding your study and living expenses while in Australia?

Relationship to the learner	Full names (as per passport or birth certificate)
<input type="text"/>	<input type="text"/>

3. Please provide an estimate of the sponsor's annual income in Australian Dollars? (AUD) \$

4. Have you provided evidence of your sponsor's capability to fund your study and living expenses? Yes No

5. How will you organise and access these funds?

6. How much will your monthly living expenses be while studying in Australia? (AUD) \$

7. Will you be using a bank loan to fund your studies? Yes No

If yes, have you researched the availability of funding from an approved financial institution in your home country? Yes No

8. Who will be repaying any money you may need to borrow?

9. If you intend to work while studying in Australia, how much do you expect to earn per week? (AUD) \$

10. Are you required to provide financial support to others whilst staying in Australia? Yes No

If yes, provide details:

11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? Yes No

12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation homestay, etc.)

13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending? Yes No

14. What do you expect to pay per week for accommodation (i.e. rent) (AUD) \$

15. Are you aware of the work limitations other Australian Student Visa conditions? Yes No

16. Do you wish to pay only 50% off your tuition fee prior to course commencement? Yes No

17. Do you wish to pay more than 50% of your Annual Tuition fees prior to course commencement? Yes No

SECTION 11 – FINANCIAL DECLARATION

Please consider your answers carefully before you sign this application.

I understand that Holmesglen Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that Holmesglen Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand Holmesglen Institute may seek additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs.

Name of applicant: Date (DD/MM/YY)

Signature of applicant: Date (DD/MM/YY)

As in passport signature page

SECTION 12 – LEARNER DECLARATION

1. I declare I am a Genuine Student (GS) and a genuine learner and have read and understood conditions relating to these requirements.
(For more information about GS visit: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>)
2. I declare that the information contained in this application is true and complete.
3. I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at Holmesglen, which in turn, may affect the validity of my visa.
4. I understand that Holmesglen reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
5. I confirm that I have received and read a copy of Holmesglen's current study guide and information available on holmesglen.edu.au and I confirm I fully understand the requirements of the course.
6. I confirm that I have read, understood and consent to the terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at Holmesglen.
7. I understand, that upon enrolment at Holmesglen, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify Holmesglen of any changes to these details within 7 working days of change.
8. I consent to DHA providing Holmesglen with any information about my visa status from the time of my application to the time of my departure from Australia.
9. I understand that this agreement and the availability of Holmesglen's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
10. I acknowledge that all documents submitted become the property of Holmesglen and will not be returned.
11. I understand that information is collected in this Application Form and during my enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018.
12. I understand that this information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and can be disclosed without my consent where authorised or required by Australian Law Enforcing Agencies.
13. I understand that Information held on my learner file including attendance records, academic progress reports is the property of Holmesglen. This information may be given to authorised government departments but will not be made available to learners, the general public or third parties.
14. I agree that by enrolling at Holmesglen, information relating to my academic performance may be made available to my parents or welfare carer, and/or agent.
15. I confirm that I understand that this completes Overseas Learner Application form, together with the International Study Guide, Letter of Offer and Offer Acceptance Form constitute the written agreement between myself and Holmesglen Institute, and that I am responsible for keeping a copy of the written agreement.

Name of applicant: Date (DD/MM/YY)

Signature of applicant: Date (DD/MM/YY)

As in passport signature page

SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

FOR AGENT USE ONLY

- Applicant has the minimum English language requirement to undertake their chosen study pathway. Yes
- Applicant meets the academic requirements for their chosen study pathway. Yes
- Applicant has researched their career goals and prospects in their home country. Yes
- Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations. Yes
- Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen. Yes
- Applicant has strong family support. Yes
- Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Student criteria. Yes
- Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease. Yes
- Supporting documentation has been sighted and is available upon request. Yes
- Applicant has realistic expectation about their ability to find work and their likely part-time income whilst studying. Yes
- Applicant has a clear understanding of the costs associated with completion of their study plan at Holmesglen. Yes

As a result of an interview and counselling session undertaken at

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation th at Holmesglen proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an education agent for Holmesglen.

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Date (DD/MM/YY)

Signature:

(AGENT STAMP HERE)

DOCUMENT CHECKLIST FOR APPLICATION

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

APPLICATION FORM

Have you:

- Checked to see that you meet the minimum entry requirements for your chosen course
- Completed ALL sections of the Application form in BLOCK letters
- Signed the Financial Declaration
- Signed the Learner Declaration
- Ensured that the declaration by accredited agent is signed (if applicable) Paid \$500 for the application fee (if not using an agent)
- Kept a photocopy of this application for your records

PASSPORT

Have you included:

- A certified* copy of the identification pages of your passport or a copy of your birth certificate
- A certified* copy of your current visa (if you are in Australia)

ACADEMIC DOCUMENTS

Have you included:

- Certified* and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

ENGLISH PROFICIENCY DOCUMENTS

- If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- If you have completed an English course in Australia, a certified* copy of your English language certificate and attendance report
- If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified* copy of the certificate

OTHER REQUIRED DOCUMENTS

- Certified* copy of your marriage certificate (if relevant)
- Certified* copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- Copy of any relevant previous employment history, including references, resume, letters of recommendation
- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- Completed Section 9: Genuine Student (GS) Requirement Responses and attached supporting documentation.
- Evidence of your financial capacity (this may include deposits of money from a financial institute, government loans, or loans from a financial institution)

This Overseas Learner Application Form together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the Written Agreement with the overseas learner or intending overseas learner.

*A **certified copy**, including name of education provider/s and length of study, is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original.

A photocopy or fax of a certified copy is not acceptable.





holmesglen



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CRICOS Provider Code: 00012G TOID: 0416 IHE: PRV12129 ABN: 40 096 756 729

Information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website holmesglen.edu.au

July 2024

