



## COURSE OFFER AND ACCEPTANCE BOOKLET FOR INTERNATIONAL STUDENTS

### **About This Booklet**

This Offer and Acceptance Information booklet provides important information for enrolling and accepting your offer to study at The Melbourne College of Hair and Beauty (MCOHB). Read this information carefully and if you have any questions, call us on (03) 9650 1056 or email [info@mcohb.com.au](mailto:info@mcohb.com.au)

### **The 5 steps to becoming a student at the College**

#### **1. Application Form**

The first step when enrolling in any course at MCOHB is to complete the Application/Enrolment form. Please fill in all of the details correctly and neatly.

#### **2. Application Fee**

The application Fee of \$250.00 must be paid prior to the commencement of the course and when payment is received, the college will create your Letter of Offer. \* See Policy and Refunds Statements in this brochure.

##### **What is a Letter of Offer?**

Prior to enrolment, a prospective overseas student is entitled to request a "letter of offer". This letter will detail all the relevant information of the chosen course and will aid the student with his or her VISA requirements.

#### **3. Deposit or First Payment**

The College requires your first payment before the commencement of the course, at the latest two weeks before the first scheduled day of classes. \* See Course Commencement dates in the Overseas Brochure. Once the first payment has been made, the College will issue an ECOE. (*\$1000 of as per the payment plan*)

##### **What is an ECOE?**

Once an overseas student has been accepted to study at MCOHB, the College will issue a Confirmation of Enrolment form. If the student intends to complete an English course within Australia prior to commencing training at The Melbourne College of Hair and Beauty, it is necessary for the student to hold two separate Electronic Confirmation of Enrolment forms, one for each course.

#### **4. Accepting Your Offer**

Once you have received a copy of your Letter of Offer and ECOE, complete the enclosed Offer Acceptance Form (as attached) and return it to the College at 244 Flinders Street, Melbourne 3000, Australia. If you require any further assistance, please call us on (03) 9650 1056.

### **Acceptance Deadlines**

For most courses there is no official acceptance deadline, however, it is strongly advisable to accept as soon as possible. This will allow yourself as much time as possible to complete all acceptances and visa procedures helping to ensure you can arrive by the specified commencement date.

### **Deferring Your Offer**

If you wish to defer commencement of your course for one or two semesters (a maximum of two semesters or up to one year is permitted), you must write to the MCOHB for approval. You must submit a personal statement and any additional academic documentation (if applicable) and a revised Letter of Offer and ECOE will then be issued stating the new commencement date.

## **5. What happens next?**

After you have returned the Acceptance form to MCOHB, we will organize your textbooks and equipment. We will then see you at the Campus on the commencement date stated in your Letter of Offer and ECOE.

### **Further Information**

#### **English Language Conditions**

The English language conditions to study at MCOHB are determined by the Australian Department of Immigration (DIAIC). Any students who are enrolled at MCOHB must provide a minimum IELTS score as part of the student visa application process. The IELTS accepted minimum score is 5.5.

**Note:** If the course you have been offered a place in has other English requirements then they will be outlined in your letter of offer.

<http://www.immi.gov.au/allforms/pdf/1219i.pdf>

#### **Overseas Student Health Cover (OSHC)**

The Australian government requires all international students studying on a student visa to maintain acceptable health and medical insurance during their entire stay in Australia. For most students this means paying for Overseas Student Health Cover (OSHC). OSHC provides medical and hospital cover for international students and their dependants whilst studying in Australia. MCOHB can arrange for the provision of OSHC with our preferred providers Medibank or AHS. This will be included on your Letter of Offer.

## Policy and Refund Statements

### Course Fees

All of The Melbourne College of Hair and Beauty's course fees cover equipment, uniform written materials & *Application Fee*.

- An application fee of AUD\$250.00 is payable prior to enrolment and is NON REFUNDABLE.
- The course fees must be paid seven days prior to the commencement date as outlined.
- Under Commonwealth and State Law, any written agreement as between The Melbourne College of Hair and Beauty and the student does not remove the right of the College of take further action under Australian Consumer Protection Laws should there be non-payment of course fees.

### Refund Policy

Where the student withdraws from any course after that course has commenced NO refund of fees will be payable.

The Melbourne College of Hair and Beauty agrees to refund all fees (excluding the AUD\$250.00 enrolment fee), within 30 days in the following circumstances:

- where the student's application for enrolment is refused;
- where the student produces evidence that the application made by the student or a VISA application was rejected by the Australian Department of Immigration; and
- where by reason or reasons beyond the student's control (including, but not limited to, acts of God, acts of Government authorities, civil strikes and riots) the student is prevented from attending the course.

An application for a refund must be made in writing and if the Melbourne College of Hair and Beauty cancels the course, or if the course does not commence on the agreed starting dates, the student will be entitled to a refund of the total amount paid by the student to The Melbourne College of Hair and Beauty.

Where the Melbourne College of Hair and Beauty cancels the course, or does not commence the course on the agreed starting date, the refund will be issued within two weeks of cancellation or within two weeks of the agreed commencement date. In all other cases, the refund will be issued within four weeks after notification of withdrawal.

All refunds are made by cheque or electronic fund transfer to a nominated bank account and if a student has decided not to attend the course, a written notice must be given at least one month notice before the course commencement. This refund policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws.

## **VISAS**

### **How do I Apply?**

The process of applying for a student visa varies from country to country, therefore it is advisable to contact the closest Australian diplomatic post for more information. A comprehensive list of diplomatic posts is available from the Department of Immigration & Citizenship (DIAC) website [www.immi.gov.au](http://www.immi.gov.au)

The DIAC website also provides visa information for overseas students  
<http://www.immi.gov.au/media/fact-sheets/50students.htm>

### **Assessment Levels**

As of 1 July 2001, the Australian government has assigned countries into assessment levels (1–4). Each level has particular visa criteria that must be met in order to receive a student visa. There may also be different criteria according to the level and type of study you intend to undertake in Australia. The passport you hold and the education sector of your principal course will determine the Assessment Level of your visa application. Please refer to the DIAC website or detailed information about your country assessment level and visa criteria. <http://www.immi.gov.au/allforms/pdf/1219i.pdf>

### **Country Assessment**

Levels 1 and 2

Students from assessment levels 1 and 2 do not need to provide the College with a Pre-Visa Assessment (PVA). Upon acceptance of your offer, you will receive an electronic Confirmation of Enrolment (ECOE) which you lodge with the nearest Australian diplomatic post.

### **Levels 3 and 4**

Students from assessment levels 3 and 4 must apply for a Pre-Visa Assessment (PVA) by lodging their formal letter of offer with the nearest Australian diplomatic post. The PVA process normally takes 6–16 weeks. When the unconditional PVA is approved, you are then able to formally accept your offer and receive your electronic Confirmation of Enrolment (ECOE). You then lodge your ECOE with the nearest Australian diplomatic post. Please note: we are unable to issue you with an ECOE until your PVA is received.

### **Applying for Your Visa Online**

Applications for some student visas can now be made online via the DIAC website. The ability to submit visa applications on the internet is currently limited to assessment level 1 students who are applying for certain visa sub-classes. It is important that you first refer to the Country Assessment Level information on the DIAC website to determine if your country level and subclass are categorised as Assessment Level 1. If you are unsure which subclass your country falls under, please contact DIAC. [eVisa.Students.Helpdesk@immi.gov.au](mailto:eVisa.Students.Helpdesk@immi.gov.au)

## **Renewing Your Student Visa**

If you have previously studied in Australia and need to renew your student visa for your new course at MCOHB, in most cases you can apply for your visa renewal at a DIAC IMIA office in Australia. However, it is important to check the DIAC website to determine if this is possible for the assessment level of your citizenship and visa subclass required. If you are returning home and would like to renew your visa at an Australian diplomatic post in your home country, you must indicate this on your Offer Acceptance Form. [www.immi.gov.au](http://www.immi.gov.au)

### **Australian Government Regulations on Student Visas**

Student visas are issued by the Department of Immigration and Citizenship (DIAC) with a number of conditions. Students who do not abide by these regulations risk losing their visa.

#### **Students must:**

- Satisfy academic requirements (students must be enrolled full-time and make satisfactory academic progress)
- Study with the education provider where they initially enroll for the six months year of their principal course, or if the course is less than 12 months, for the duration of the course.
- Advise the College within 7 days of their arrival in Australia, of their current residential address and of any subsequent changes of address, within 7 days of each change and maintain acceptable health and medical insurance during their stay in Australia.
- Students now receive Permission to Work (PTW) when their initial visa is granted. This means they no longer need to apply for PTW. However they cannot commence work in Australia until they have commenced their initial studies. i.e. they cannot come to Australia two months before their course starts and just work. They must wait until they have begun their studies. This also is the same for dependants.

#### **Students with School-aged Children**

The enrolment of school-aged children in primary or secondary schools is a visa requirement. If you are an Australian Government sponsored student (e.g. IPRS), tuition fees for your children are the same as for Australian citizens. If you do not hold such a stipend, tuition fees per child may be in the thousands of dollars, as you will be required to pay full fees. Lists of schools which admit international students are available from the International Programs Office, or consult the Victorian Department of Education website for more information.

# LETTER OF OFFER AND ECOE ACCEPTANCE FORM

Given name: \_\_\_\_\_

Last name: \_\_\_\_\_

Title: Mr.  Mrs.  Ms.  Miss.

Sex: Male  Female  Date of Birth: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact details in Australia:

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Course enrolled in: \_\_\_\_\_

Commencement date: \_\_\_/\_\_\_/\_\_\_ Completion date: \_\_\_/\_\_\_/\_\_\_

COE Number: \_\_\_\_\_

Conditions and acceptance declaration (please tick):

I have read the Letter of Offer and ECOE, including the course fees and refund statement.

I accept the offers made to me by MCOHB.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please return this form to: **The Melbourne College of Hair and Beauty 244 Flinders Street, Melbourne 3000 Australia or fax to (03) 9654 0736**