

ADMISSION PROCESS



All international and domestic students applying to study at EEI must complete the Student Application Form and submit it to the Administration Office for assessment. Applicants who wish to apply through one of EEI's authorized education agents can find authorized education agents information on the Institute's website.

For a completed application, the applicants must attach certified copies of transcripts of all relevant previous studies and the evidence of meeting English language equivalence requirements. If documents are in a language other than English, a certified English translation of each document must be provided together with certified copies of original documents. Upon successful assessment, EEI will issue a conditional or unconditional offer of admission, together with instruction for applicant accepting the offer. Administration Office will advise students if their application is unsuccessful.

OVERSEAS STUDENT HEALTH COVER

Overseas Student Health Cover (OSHC) is the private health insurance that international students and their dependents are required to purchase as a condition of their Student Visa. The Institute will arrange with a private health fund, to facilitate the provision of OSHC for international students. Students should note that it is a condition of their Student Visa to maintain current. OSHC pays the cost of most medical and hospital treatments that may be required while studying in Australia and will contribute to the cost of prescription medicines and emergency ambulance transport.

EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS)

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students. Fact sheets for students and providers are now available on the Department of Education and Training website. (<https://www.education.gov.au/qualifications-recognition-esos-framework-tuition-protection-service>).

LEGAL INFORMATION AND ADVICE

LawAccess NSW is a free government telephone service that provides legal assistance for people who have a legal problem in NSW. They can provide you with information about your legal problem and contact details for services that might be able to assist you.

If you are calling from outside Australia you can contact LawAccess NSW by calling +61 2 8833 3190 between 9am and 5pm, Monday to Friday, Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT).

Legal Aid NSW has a number of specialist services that provide help over the phone.

Youth Hotline 1800 10 18 10

Child Support Service 02 9633 9916 (Sydney) or 1800 451 784 (regional)

Mental Health Advocacy Service 02 9747 6155

Veteran's Advocacy Service 02 9219 5148

Prisoners Legal Service 02 8688 3888

For any further legal information and advice, please see website: www.lawaccess.nsw.gov.au/ or calling 1300 888 529

The Redfern Legal Service for NSW will provide legal services to International students:
<https://rlc.org.au/our-services/international-students>

Other useful links include:

Anti-Discrimination Board of NSW Community Legal Centres NSW Aboriginal Legal Service (NSW&ACT)

PIAC Public Interest Advocacy Service NSW Community Restorative Centre

Gay and Lesbian Legal Rights Centre HIV/AIDS Legal Centre

Women's Legal Services NSW

For students in Victoria legal assistance is available from:

<https://www.study.melbourne.vic.gov.au/help-and-support/the-law-and-my-rights/legal-advice>; and:

Your rights as a consumer - Consumer Action Law Centre Your rights as a tenant - Tenants Union of Victoria

Refugee and immigration legal issues - Refugee and Immigration Legal Centre Inc. Your rights at work - JobWatch

Specialist legal advice for women - Women's Legal Service Victoria

If in any doubt, please contact the EEI Administration Office, who will assist you through referral to the appropriate agency.

WORK RIGHTS

Students are not permitted to work until their course is started. Students can work up to 40 hours in each fortnightly while their course is in session (excluding any work undertaken as a registered component of study or training) and they can work unlimited hours during scheduled course breaks. Family members of students are not allowed to work until the student begins the course. They are allowed to work up to 40 hours fortnightly at all times. Students should contact the Department of Immigration and Border Protection (DIBP) in Australia for the latest requirements as these requirements vary.

LIVING IN AUSTRALIA

There are many websites providing information on living in Australia. These few are useful:
<http://www.australia.gov.au/information-and-services/education-and-training/international-students>
<https://www.livingin-australia.com/>
<https://www.border.gov.au/Trav/Life>
<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs> - this is a good site identifying the costs of living in Australia
https://www.internationalstudent.com/study_australia/living_in_australia/

If you have a school aged dependent, you will be required to pay full fees if enrolled in either a government or non-government school. Check the government's education website in the state you will be living in.

RECOGNITION OF PRIOR LEARNING (RPL)

Applicants wishing to apply for recognition of their previous studies should indicate in the relevant section of the Student Application Form and also complete RPL Application Form. Students need to complete this form and provide the necessary documentation (i.e. descriptions of subjects previously studied) and return it along with the Student Application Form to the Institute. The RPL policy and RPL Application Form can be found on Institute website: www.ee.edu.au

TUITION FEES PAYMENT AND REFUND POLICY

The Elite Education's refund of tuition fees payment and refund policy is based upon and is in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2018), the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and Education Services for Overseas Student Regulations 2001 (ESOS Regulations 2001). This policy applies to all international students regardless of the person actually paying the fees. The policy can be found on Institute website: <http://ee.edu.au/forms-policy/>

COURSE COMPLETION EXPECTATIONS

All courses are taught face-to-face in classes and tutorials.

International students enrolled in the Institute are expected to complete their awards within the normal duration of the course as specified in their offer letter and candidature rules. The Institute may allow students to undertake no more than 25% of their total course by distance and/ or online learning. However students may not enroll exclusively in distance or online learning units in any compulsory study period. There are defined compassionate and compelling circumstances that the Institute may consider in the event that an international student is unable to complete their course within the expected duration, are unable to meet attendance requirements, or wish to defer, suspend or cancel their enrolment. Please contact the Institute staff for further information.

If, for specific reasons, you are suspended from your studies, defer or withdraw from your studies, then EEI will provide you with advice according to the EEI Student Deferral, Suspension and Cancellation Policy, found on the EEI website under Policies: Student Deferral, Suspension And Cancellation Policy

COURSE ADVICE SERVICES

All institute students in Australia must formally enroll in their course, either electronically or by submitting an enrolment form. Enrolment for EEI is conducted in the week prior to the commencement of classes each semester. During enrolment students are given course advice to ensure they are enrolled in both the correct course and units of study. Assistance is given throughout the process to ensure each student is successfully enrolled. For new students enrolment is an opportunity to meet academic and administrative staff and managers from the Institute and to have any queries or concerns resolved.

ORIENTATION PROGRAM

An orientation session is conducted before classes begin and is compulsory for all newly arriving international students. The program includes information about student support services, facilities, healthcare, obtaining legal advice; what to do in an emergency and contact details of the Institute staff that can assist. In addition information is given about the rights and responsibilities of The Institute students including information about complaints, appeals and the legal requirements regarding study and residence in Australia. Orientation also includes guidelines about how to study The Institute courses successfully and an introduction to Australian culture, society and life. In addition to the formal processes described above, students have their first opportunity to meet with fellow students and staff.

SOCIAL ACTIVITIES PROGRAM

An ongoing social activities program runs throughout each semester and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekends or one day excursions to various locations in Sydney and Melbourne.

ACADEMIC AND ENGLISH LANGUAGE SUPPORT

Continuing study assistance is provided by specially trained staff on an individual or group basis to assist students with note taking, referencing, essay and report writing, paraphrasing, grammar, oral presentations, researching, time management and exam preparation.

COUNSELLING SERVICE

EEL provides a free and confidential counselling service. Counsellors can help students adjust to their new environment, deal effectively with difficult personal situations and advocate on behalf of students.

FIRST AID SERVICES

First Aid Kits and supplies are kept on the premises. The Institute staff respond immediately to requests for first aid assistance.

OTHER SERVICES

a)Pre-Departure Information and Assistance

EEL provides information and advice about how to prepare for arrival in Australia and what to expect on arrival. A pre-departure kit is sent to all students before they leave their home country. Students may also contact our friendly admissions staff for more information.

b)Airport Reception and Airport Pick Up

New students arriving from overseas are met at Sydney International Airport by The Institute friendly staff or senior students and are transferred by car or bus to their prearranged accommodation. Students are then assisted with basic needs such as changing money, telephoning home, buying food and any other items. Students are required to make a request for airport pick-up at least two weeks in advance (conditions and charges apply). Contact our admissions staff for details

c)Accommodation and Settling In

Our dedicated student support staff can help organise accommodation for students in advance of their arrival. Every effort is made to enable students to acquire the accommodation best suited to their needs. Staff will assist students to settle quickly and successfully into their accommodation and to familiarize with the environment.

