ELITE EDUCATION INSTITUTE

CRICOS Code: 03390A

Provider ID: PRV14015

2023 Student Guide

www.ee.edu.au

WELCOME
TO ELITE EDUCATION!

Elite Education Institute (EEI) is a registered Higher Education Provider (CRICOS Code 03390A) offering accredited Undergraduate and Postgraduate Courses with 2 campuses in Sydney. EEI provides its students with a lively and nurturing study environment, which, together with EEI's culture of academic excellence, enables our students to reach their full potential and achieve their individual goals.

The motto of EEI is 'Cognitio – Sapientiam – Veritas':

- Cognitio – Knowledge
- Sapientiam – Wisdom
- Veritas - Truth

These three Latin words represent the 3 stages of knowledge acquisition:

Stage 1: Obtaining knowledge and skills through higher education learning;

Stage 2: Applying knowledge through practice to obtain wisdom in life;

Stage 3: Creating new knowledge by exploring and finding the truth in the world.

EEI aims to help students to acquire knowledge as a learner, as well as provide the foundation for students to become lifelong learners who are able to acquire and apply knowledge throughout their lives. Knowledge acquisition needs patience, self-confidence and persistence and EEI will provide you with ongoing support and partner with youto guide you through this important journey. Join EEI and you will harvest personal rewards, gain confidence and obtain the skills and knowledge to allow you to live a fulfilling life!

EEI takes great pride in the quality of courses and services delivered to students who wish to gain highly recognised Australian Higher Education Qualifications. EEI currently offers students the following world-class business qualifications (under- and postgraduate):

- **Diploma of Business (CRICOS Code: 084214B);**
- **Bachelor of Business (Professional Accounting) (CRICOS Code: 084217K);**
- **Bachelor of Business (Business Management) (CRICOS Code: 084215A);**
- **Bachelor of Business (Communications & Public Relations) (CRICOS Code: 084216M);**
- **Bachelor of Information Technology (Software Development (CRICOS Code: 109366J);**
- **Graduate Certificate in Business (CRICOS Code: 099229E);**

EEI has two campuses in Sydney. The Head Office (Quay Street Campus) is located in the Central Business District (CBD) of Sydney at Level 6, 8 Quay Street, Haymarket NSW 2000. The Quay Street Campus is close to all public transport facilities (trains and buses), restaurants (e.g., Chinatown), shopping centres, affordable accommodation, a range of prospective employment opportunities and an exciting nightlife. The North Sydney campus is located in the North Sydney CBD and neighbouring North Sydney Stanton library, and offers easy access via North Sydney Station and all connecting buses. All EEI campuses are fully equipped with classrooms, audio-visual equipment, refreshment areas, free Wi-Fi, access to computers, e-library, online research article database access, and printing facilities. In addition, the Quay Street Campus and North Sydney Campus both have physical library facilities for students to further enhance student's research and learning experience.

EEI provides students with a supportive and nurturing education environment. EEI ranks the enhancement of students' education outcomes and welfare as the most prioritised mission of the Institute. To create a multicultural learning environment, EEI welcomes students from all over the world. New students will quickly become part of the EEI family and learn in friendly, multicultural classrooms where they are encouraged to participate and develop both personal and professional skills. EEI students will also be encouraged to gain the confidence needed to start a career in Accounting, Business, Business Management or Public Relations, or to take a pathway to further Postgraduate Studies in Australia. Overall, EEI aims at not only helping students to acquire the knowledge as a learner, but also providing life-long learning support to its students throughout their whole life span.

EEI looks forward to welcoming you as a student at EEI to provide you with the skills and knowledge to enhance your career and future!

1. Diploma of Business
(1.0 Year; AQF Level 5; equivalent to the first year of Bachelor of Business); CRICOS Code: 084214B

This course is accredited by the Tertiary Education Quality and Standards Agency (TEQSA). This course is designed for student wishing to pursue accounting or business careers in a domestic and international context. Students will gain an understanding of key areas of business including economics, accounting, finance, business management and marketing. The Diploma of Business, CRICOS Code: 084214B, is equivalent to the first year of the Bachelor of Business degree. To qualify for award of the Diploma of Business, a candidate must complete 8 units study with aggregated 48 credit points (i.e., 6 credit points for each unit).

The course structure is as below:

Unit Code	Unit Name	Credit Points
ACC101	Fundamentals of Accounting	6
MIS101	Management Information Systems	6
ECO101	Principles of Economics	6
STA101	Statistics for Business	6
MGT101	Fundamentals of Management	6
MKT101	Marketing Principles	6
LAW101	Business Law	6
CMU101	Professional Writing	6

Notes: Fundamentals of Accounting I is pre-requisite unit for Fundamentals of Accounting II

2. Bachelor of Business (Undergraduate - 3.0 Year; AQF Level 7)

This course is accredited by the Tertiary Education Quality and Standards Agency (TEQSA). The course structure of the Bachelor of Business includes three specialisations, namely Professional Accounting (CRICOS Code: 084217K), Business Management (CRICOS Code: 084215A) and Communications & Public Relations (CRICOS Code: 084216M). The normal duration of the Bachelor degree is 3 years (i.e. 6 semesters), however, EEI operates a Trimester system which means that 3 teaching periods are offered each Academic Year. This allows students to choose between a Semester-based enrolment (studying 2 teaching periods per Academic Year and finishing the Bachelor degree in 3 years (i.e, 2 Semesters each Academic Year for 3 years)); or a Trimester-based enrolment (studying 3 teaching periods per Academic Year and finishing the Bachelor degree in 2 years (i.e., 3 Trimester per Academic Year over 2 years)). Courses will be delivered through face-to-face classroom-based learning, plus online facilitated learning (i.e. Moodle System).

To qualify for the Bachelor of Business award, a candidate must complete 24 units of study with an aggregated 144 credit points (i.e., 6 credit points per unit). The first year of the Bachelor's Degree equals to the Diploma of Business.

The structure of the course of study compromises of:
• A minimum of 8 first year diploma level units which provide an introduction to the key areas of business studies;
• A minimum of 8 specialisation core units (includes core units in year one);
• A minimum of 6 elective units;
• 1 compulsory capstone unit.

a) Bachelor of Business (Professional Accounting); CRICOS Code: 084217K

The Bachelor of Business (Professional Accounting), CRICOS Code: 084217K, degree is designed to provide a rigorous accounting education with comprehensive exposure to accounting theories and professional practice. The degree provides students with systematic training in accounting and business management for them to enter into accounting profession. For developing students' competencies in business-oriented knowledge and perspectives, the core professional areas of accounting, economics, finance and law is integrated with the exploration of broad commercial context relating to the management and conduct of business. Hence, the graduates will not only be professionally competent in the theoretical and technical aspects of accounting profession, but also have well developed analytical and communication skills necessary to equip them for leadership roles in their professional and business lives. By completing this degree, students will be able to engage in profession of auditing, taxation services, commercial accounting, public accounting, not-for-profit or government accounting, and financial services, etc. The Bachelor of Business (Professional Accounting) degree is accredited by Certificated Practicing Accountant, Australia (CPA), Institute of Chartered Accountants in Australia (ICAA), and Institute of Public Accountants (IPA).

Core Units (14 units):

ACC101	Fundamentals of Accounting		MIS101	Management Information Systems
STA101	Statistics for Business		ACC203	Management Accounting
LAW101	Business Law		ACC204	Advanced Financial Accounting
ECO101	Principles of Economics		ACC305	Auditing and Professional Practice
FIN201	Corporate Finance		ACC307	Accounting Theory
LAW202	Corporations Law		LAW303	Taxation Law

b) Bachelor of Business (Business Management); CRICOS Code: 084215A

The Bachelor of Business (Business Management), CRICOS Code: 084215A, degree is designed to provide students with exploration, appreciation, and apprehension of contemporary business management theories and practices. Through extensive case studies, syndicated and stimulated business management projects, students can understand, evaluate, analyse, and solve the business management problems and challenges. Graduates will be equipped with the necessary knowledge, skills and self-confidence to efficiently and effectively managing business within constantly changing and highly competitive national and international business environments.

Core Units (12 units):

ACC101	Fundamentals of Accounting		ACC203	Management Accounting
LAW101	Business Law		MGT204	Logistics and Supply Chain Management
MGT101	Fundamentals of Management		MGT205	Cross Culture Management
MKT101	Marketing Principles		MGT306	Strategic Management
MGT202	Organizational Behaviour		MGT307	International Human Resource Management
MGT203	Human Resource Management		MGT308	International Marketing Management

c) Bachelor of Business
(Communication & Public Relations); CRICOS Code: 084216M

The Bachelor of Business (Communication & Public Relations), CRICOS Code: 084216M, degree is designed to provide students with theoretical principles and practical skills in managing the activities of professional public relations. Through systematic study, students will appreciate the importance of public relations to the effective internal and external communication of organisations, develop skills in writing for different audiences, familiar with new media tools for public relations practitioner, and understand international and inter-cultural contexts of public relations practice. Graduates will be able to pursue careers in advertising agencies, communication strategy and advisory services, community relations services, marketing communication services, media liaison services, political media advisory services, lobbying services, public relations consultancy, publicity services and special events coordination, etc.

Core Units (12 units):

LAW101	Business Law		CMU202	Marketing Communications I
MGT101	Fundamentals of Management		PRS202	Issues in Crisis Management
MKT101	Marketing Principles		CMU304	Marketing Communications II
CMU101	Professional Writing		PRS303	Public Relations Management and Tactics
CMU201	Business Communications		PRS304	Public Relations Writing & Media Techniques
PRS201	Public Relations Theory and Practice		PRS305	Corporate Communication and PR

The assessment strategies for all courses include formative and summative assessments, e.g., class quiz, individual or group assignment, final exam, research project or case study, and presentation, etc.

3. Bachelor of Information Technology (Software Development)

(Undergraduate - 3.0 Year; AQF Level 7)   CRICOS Code: 109366J

The Bachelor Information Technology provides students with a solid grounding in the fundamental theories and applications of Information Technology, including programming, operating systems, databases, networking /cloud, security, and software project management. By completing this course, students will acquire essential knowledge and skills in Information Technology, creating a solid base to continue their progression in the IT industry. Upon completion, students may choose to further progress to higher-level courses such as a Master of Information Technology.

Units of Study (19 core units, plus 5 elective units):

ICT101	Communication for ICT Professionals		ICT201	Data Structures and Algorithms
ICT102	Programming Principles — Python		ICT102	Programming in Java 2 — User Interface (UI)
ICT103	Introduction to Database Systems		ICT203	Software Design and Architecture
ICT104	Computer Systems		ICT204	ICT Project Management
ICT105	System Analysis and Design		ICT205	Software Development Practice
ICT106	Programming in Java 1 — Fundamentals		ICT206	Networking Fundamentals

ICT207	Web Programming		ICT306	Cyber Security Management
ICT301	Ethics and Professional Practice			Elective 1
ICT302	Software Development Project 1			Elective 2
ICT303	Cloud Computing			Elective 3
ICT304	Mobile Application Development — Android			Elective 4
ICT305	Software Development Project 2			Elective 5

Notes:

- All elective unit selections must follow the EEI's Bachelor of Business degree's unit prerequisite requirements;
- ICT302 & ICT305 are related capstone units, which require the students to complete a real- world software development project.
- All existing EEI Bachelor of Business units are available for electives, subject to fulfilling the pre-requisite requirements.

Graduate Certificate in Business

(CRICOS Code: 099229E) (0.5 Years; AQF Level 8)

The Graduate Certificate in Business is appropriate for students who wish to improve and develop their foundation knowledge in a range of business disciplines, including Accounting, Research Methods, Professional Ethics, Management, and also for those wanting to improve their understanding of the application of theory and practice in the global business environment. This course provides a sound basis for individuals seeking to expand their expertise, build their professional excellence or enhance their leadership capabilities. This course prepares students to move into and access supervisory and entry level management roles in all industries. Students have a choice in the units of study they choose to pursue to deepen their understanding in the business disciplines offered.

The Graduate Certificate in Business is the first step along the path to further higher-level studies. Students may wish to pursue a Master degree following the completion of the Graduate Certificate in Business. Elite has identified areas of study that it believes provide a strong core of knowledge to draw on and that provide solid preparation of students for Master level studies. Students taking the Graduate Certificate in Business as a path to further studies will be equipped to progress in their organisation, to deal with increasingly more complex and challenging issues and accept higher levels of supervisory and management responsibility when it is demanded of them.

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

EEI's Graduate Certificate in Business is also an entry level course for the Master Program at the University of Newcastle (UoN). EEI has an Articulation Agreement with UoN which allows students to receive credit against the total units of study required for further studies, such as selected Master Programs at UoN (upon successful completion of EEI's Graduate Certificate in Business). Students are able to enter into the following Master Programs at UoN:

- Master of Applied Finance
- Master of Business Administration
- Master of Cooperatives Management and Organisation
- Master of Human Resource Management
- Master of Innovation Management and Entrepreneurship
- Master of Internal Business
- Master of Marketing
- Master of Professional Accounting
- Master of Professional Accounting (Advanced)

Course Structure

Structure of the course of study	The course structure is based on one semester commitment (14 weeks duration (full time)), with four core units of study (6 credit points per unit of study) to be taken. To qualify for an award of the Graduate Certificate in Business, a candidate shall accrue an aggregate of at least 24 credit points, including satisfactory completion of four core units of study as indicated below.	
Content of the course of study		**Credit points**
Units of study	- BUS401 Research Methods - Quantitative & Qualitative - BUS402 Professional Ethics, CSR, & Corporate Governance - ACC401 Accounting Principles - MGT401 Managerial Thought and Practice	6 6 6 6
Rules of progression	**Path1:** For completion of the Graduate Certificate in Business, Students must complete a minimum of four units of study.. **Path 2:** Students who intend to study a Graduate Certificate in Business as a pathway to further studies such as selected Master Programs at the University of Newcastle (UoN), will receive credit against the total units of study required for further studies at UoN.	

KEY DATES AND FEES

a) Key Dates - Undergraduate Courses

Each Academic Year consists of 3 Trimester. classes may be held at either of EEIs' Campuses (please familiarise yourself with each Trimesters' Timetable to identify the location of your classes). The timetable may be subject to a weekday or weekends schedule.

Year 2023	Commencement Date	Census Date	Trimester-break	End of Term
Trimester 1	20/03/2023	14/04/2023	24/04/2023 – 28/04/2023	30/06/2023
Trimester 2	17/07/2023	18/08/2023	28/08/2023 – 01/09/2023	27/10/2023
Trimester 3	13/11/2023	8/12/2023	25/12/2023 – 01/01/2024	23/02/2024

Year 2024	Commencement Date	Census Date	Trimester-break	End of Term
Trimester 1	04/03/2024	29/03/2024	22/04/2024 – 26/04/2024	28/06/2024
Trimester 2	08/07/2024	02/08/2024	26/08/2024 – 30/08/2024	18/10/2024
Trimester 3	04/11/2024	29/11/2024	23/12/2024 – 03/01/2025	21/02/2025

CENSUS Date = The official deadline to finalise your TUITION FEES and ENROLMENT.

b) Key Dates – Postgraduate Courses

Year 2023	Commencement Date	Census Date	Term Break	End of Term
Trimester 1	20/03/2023	14/04/2023	08/05/2023 – 12/05/2023	30/06/2023
Trimester 2	24/07/2023	18/08/2023	11/09/2023 – 15/09/2023	03/11/2023
Trimester 3	20/11/2023	15/12/2023	25/12/2023 – 05/01/2024	08/03/2024

Year 2024	Commencement Date	Census Date	Term Break	End of Term
Trimester 1	04/03/2024	29/03/2024	22/04/2024 – 26/04/2024	28/06/2024
Trimester 2	08/07/2024	02/08/2024	26/08/2024 – 30/08/2024	18/10/2024
Trimester 3	04/11/2024	29/11/2024	23/12/2024 – 03/01/2025	21/02/2025

CENSUS Date = The official deadline to finalise your TUITION FEES and ENROLMENT.

c) Fee Structure

Payment of Tuition Fees

On commencement, before the confirmation of enrolment will be issued, international students entering an Award Course will be charged: a. an Enrolment Fee, which will be set annually; and

b. the first trimester fees (i.e. no less than fees equivalent to three subjects)

c. students in a packaged course with Elite Education Vocational Institute and EEI are required to pay fees of one subject in the first course of the package

d. students in a packaged course (i.e. packaged with another registered provider and EEI), will be required to pay to EEI the fees for their first two subjects in the EEI course prior to receiving aconfirmation of enrolment.

Each enrolment period, after the commencement, international students will be charged: a. the trimester fees

Payment Method

The fees can be paid by following methods a.

Cash payment at Institute Office;

b. Electronic Fund Transfer

c. Credit Card Payment: 2% Credit Card Surcharge will be applied.

Please refer to EEIs' Tuition Fees Payment & Refund Policy for further information. http:// ee.e du.au/ forms-policy/

Course	Tuition Fee per Term	No. of Terms	Total Tuition Fee*
Diploma of Business	$9,000 per trimester	2 trimester	$18,000
Bachelor of Business (Professional Accounting)	$9,000 per trimester	6 trimester	$54,000
Bachelor of Business (Business Management)	$9,000 per trimester	6 trimester	$54,000
Bachelor of Business (Communication & Public Relations)	$9,000 per trimester	6 trimester	$54,000
Bachelor of Information Technology (Software Development)	$9,000 per trimester	6 trimester	$54,000
Graduate Certificate in Business (4 units)	$9,000 per trimester	1 trimester	$9,000

NOTE: EEI provides scholarship opportunities to students during the COVID-19 pandemic to support their studies.

Other Compulsory Fee

Enrolment Fee	$200 - once only
Overseas Student Health Cover (OSHC):	Varies according to course duration (international students are required to obtain OSHC for proposed duration of their study)
Re-Assessment Fee	$250 – only applies when re-assessment of a unit is necessary, e.g. the student failed a unit but is eligible to be re-assessed. For details on eligibility, please view EEIs' 'Student Progression, Exclusion and Graduation Policy' (www.ee.e du.au/ forms-policies/)
CoE Variation Fee	$200 – International Students only (only applies when a variation to the CoE needs to be applied).

Ancillary Fees

Airport Transfer Service	$150 (one way)
Late Payment Fee	$100
	$250

NOTE: The tuition fees only cover the cost of tuition, which does not include other expenses related to study (i.e., textbooks) and living. The tuition fees and other charges may vary each year. International students fee are protected by Australian Government Tuition Protection Services (TPS). For more information, please visit www.tps.gov.au

ADMISSION REQUIREMENTS

1.Domestic Students Admission Criteria for Undergraduate and Postgraduate courses

1.1.Students must be 18 years of age before commencement of the designated study period.

1.2.Applicants must complete an Undergraduate or Postgraduate Application Form and submit it with certified copies of academic statements/reports; proof of identity (e.g., Birth Certificate or Passport); and any additional supporting documentation.

1.3.Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilizing other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.

1.4.Successful Applicants will pay an Enrolment Fee on commencement and each trimester will pay tuition fees for each subject studied.

2.International Students Admission Criteria for Undergraduate courses

2.1.Students must be 18 years of age before commencement of the designated study period.

2.2.The minimum entry requirement for all students is an Australian Year 12 senior secondary school certificate or its international equivalent and the conditions consistent with the requirements for Subclass 500 visas in the case of international students.

2.3.Completion of AQF Level 4 study
If a student completes an Australian Certificate IV in vocational study (AQF Level 4), they will be able to enrol in an undergraduate course at EEI.

2.4.English Language Proficiency
The language of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. For students enrolling onshore, students from Australian local institutes, an Australian Year 12 senior secondary school certificate is required.

For students enrolling from non-English speaking countries, a condition of admission is evidence of an IELTS (Academic) test with a minimum score of 6.0 with no sub-band scores less than 5.5. Students with IELTS (Academic) 5.0 may enroll after successful completion of the English for Academic Purposes EAP2 program authorised at a TEQSA/ASQA accredited ELT Centre if approved by the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks.

When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

2.5.Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilizing other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.

2.6.International students have a visa requirement. To obtain a student visa to study in Australia, international students must enroll full-time and on campus. Australian student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.

3.International Students Admission Criteria Postgraduate Courses

3.1.Students must be 18 years of age before commencement of the designated study period.

3.2.Applicants must have completed a recognised Bachelor's degree, or an equivalent or higher qualification.

3.3.The English proficiency requirement for international students or local applicants with international qualifications is: Academic IELTS: 6.5 overall with no individual band below 6.0; or TOEFL internet based: 85 or more; or Pearson Test of English (PTE): 61 or more; or Cambridge English C1 Advanced and Cambridge English C2 Proficiency Scale (formerly CAE and CPE): 176 or more.

3.4.Applicants must attend a personal interview prior to receiving a Letter of Offer. The personal interview will be held with the applicant and a senior member of EEI staff. This interview may be conducted in person, or by phone, or utilizing other available technology. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.

3.5.International students have a visa requirement. To obtain a student visa to study in Australia, international students must enroll full-time and on campus. Australian student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.

INSTITUTE GOVERNANCE & MANAGEMENT TEAM

Mr. Buck Samrai – Chair of the Institute Council

Mr. Buck Samrai is a Senior Executive with wide ranging management skills combined with an established basic financial training (CPA). Mr. Buck Samrai has a record of achieving results for both domestic and international businesses and has extensive experience in change management as well as dealing with industrial relations issues. Since 1980, he has held a variety of Senior Financial Controller and Management roles with well-known and respected Australian and International corporations and also lectures Business Analysis and Valuation courses at a Post- and Undergraduate level since 2008.

Dr Lorraine Bennett – Chair of the Academic Board

Dr Lorraine Bennett's professional life involves a range of senior leadership and academic roles spanning tertiary education, local and state governments as well as not-for-profit and private organisations. The connecting threads are a passionate interest in the areas of: leadership; scholarship of learning and teaching; tertiary education workplace reform and development; change management; quality assurance and improvement; and, organisation and staff capacity building.

The skills and experience that Dr Lorraine Bennett has acquired over 30 years have allowed her to make significant contributions to the prosperity and well-being of a number of organisations and individuals. Fundamental to Lorraine's approach is that access to quality education and learning is the key to improving the human condition. In early 2015, Lorraine moved on from over 13 years at Monash University and later Federation University Australia (formerly the University of Ballarat) in order to pursue a range of part-time consultancy projects.

Professor Leonard Webster -
Senior Higher Education Advisor (Quality & Compliance)

Professor Webster comes to us with over 25 years experience in the higher education sector. Most recently Professor Webster has held senior higher education academic, teaching and learning, quality and compliance appointments including Deputy Vice Chancellor Academic, Pro Vice Chancellor Quality and Compliance, Australian Universities Quality Agency Audit Director, Director of Regulation and Review and Senior Higher Education Adviser for the Tertiary Education Quality and Standards Agency (TEQSA)and as a Teaching and Learning Fellow. Professor Webster has a PhD from Monash, is a Fellow of the Australian College of Educators, won several awards for his Teaching and Learning innovations and published a number of books including co- author of the book "Leadership and Management of Quality in Higher Education".

Emeritus Professor A G (Tony) Shannon -
Director (Professional Development, Quality and Policy)

Professor A. G. (Tony) Shannon AM is an Adjunct Professor at several Australian universities and an Emeritus Professor of the University of Technology, Sydney, where he was Foundation Dean of the Graduate Research School and Professor of Applied Mathematics. He is co-author of numerous books and articles in medicine, mathematics and education. His research interests are in the philosophy of education, number theory, and epidemiology, particularly through the application of generalized nets and intuitionistic fuzzy logic. He is on the Board of Trustees of the University of Notre Dame Australia and several small colleges. In 1987 he was appointed a Member of the Order of Australia (AM) for services to education.

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 must complete the EEI Application Form relevant to the courses they wish to enrol in (i.e., Undergraduate or Postgraduate Application Form). Applicants who wish to apply through one of EEI's authorised education agents can find relevant contact information on EEI's website, eee.ee.edu.au/agent-list/.

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.studymelbourne.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 Fortnight 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 if 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. EEI has a mandatory attendance requirement of 50% per enrolled subject in order to be eligible to sit the final examination.

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.

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

EEI's Student Support Officers can assist you with general difficulties you may have in regards to adjusting to your studies or life in Australia. If you require professional assistance, EEVI Student Support Officers can refer you to professional Counselling Service Providers so that you can seek the help you need.

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

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

FACILITIES

1   Teaching Facilities
EEI provides students with contemporary learning facilities. There are fully equipped lecture facilities with audio visual projection equipment, computer and internet access and the appropriate software. All campuses have study areas for groups and individuals in addition to teaching rooms. Staff and students have access to computers, photocopiers, scanners and audio visual projectors to facilitate successful teaching and learning.

2   Library Facilities
Students have access to physical libraries (Quay Street and North Sydney Campus), e-library, online research journal database (ProQuest), photocopying, and printing services.

3   WIFI, Internet Access, and E-learning
EEI provides students with free WIFI and internet access when they are on campus. We also have an e-learning system (Moodle) to facilitate students' learning. Students can access Moodle 24/7.

ACCOMMODATION OPTIONS

Several options are available for students, including rental accommodation, shared accommodation and homestay. Most international students prefer to share rental accommodation to reduce costs.

INFORMATION PRIVACY

EEI will collect information from students and prospective students, either electronically or in hard copy format. In collecting personal information the EEI complies with the requirements of the Australian Privacy Principles (APP) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. EEI, as a registered higher education provider in Australia is required to collect information from learners in accordance with data provision requirements and information standards. To comply with EEI's legal and regulatory obligations, including disclosure and reporting to the Commonwealth, State and Territory government agencies for planning, evaluative and administrative and funding purposes; and, to the Department of immigration and Border Protection for visa issues. EEI's Privacy Policy can be found on EEI's website under Policies.

STUDENT CONTACT DETAILS

Students must notify EEI of their contact details, including their Australian phone number (mobile and/or landline number), email address and residential address; and, students must maintain these personal details with EEI administration. Students must advise EEI of their Australian address within seven days of arriving in Australia and within seven days of any change of address. This is a requirement of a Student Visa.

STUDENT SAFETY

At Elite Education Institute, we take the safety of all our students seriously. In February 2016, Australia's universities launched a ground-breaking initiative to prevent and address sexual assault and harassment across the sector. Respect. Now. Always. highlights the determination of Australia's universities to ensure that our educational institutes are places of safety and respect, and as a private provider Elite wants to ensure an environment that is safe for everyone. The 10-point Action Plan builds on work done by individual universities in Australia over many years to develop policies, reporting procedures and support services.

The campaign aims to:
• raise awareness of sexual assault and sexual harassment and lift the visibility of support services for students;
• obtain data to guide further improvement in university policies and services; and
• assist universities in sharing global best practice resources across the sector.

To find out more please visit the following link:

http://www.universitiesaustralia.edu.au/uni-participation-quality/students/Student-safety/Respect–Now–Always-#

If you feel unsafe or are experiencing/experienced sexual abuse in any way, please seek assistance from a local authority as outlined below, or come speak to our Student Counsellors or Administration Officers at your local Campus.

24-hour Crisis Emergency Contacts:

Lifeline **131 114**

Police (Free call) **000**

Crime Stoppers **1800 000**

Sexual Assault
- NSW Rape Crisis Centre – 98196565 or 1800 424 017
- Eastern and Central Sexual Assault Services – 9515 3680
- Crisis Service-ask for afterhours crisis workers – 9515 6111

Alcohol and Drug Counseling
- Alcoholics Anonymous NSW (24 hours) – 9799 1199

Victims of Crime Support Lines
- NSW 24-hour information, support and referrals – 9374 3000
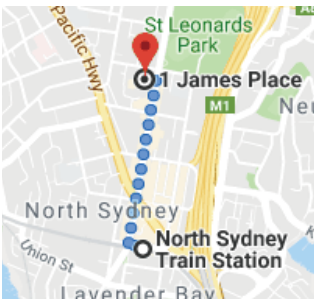- Interpreting Services: 131450

CONTACT DETAILS

Sydney CBD Campus:
Sydney CBD Campus & Headquarter
Level 6, 8 Quay Street,
Haymarket NSW 2000

North Sydney Campus:
Level 2, 1 James Place,
Sydney NSW 2000

Tel: 61 2 9211 4958   Website: http://www.ee.edu.au   Email: admission@ee.edu.au / info@ee.edu.au

Level 6, 8 Quay Street,
Haymarket NSW 2000

Level 2, 1 James Place,
Sydney NSW 2000

ELITE EDUCATION INSTITUTE

CRICOS Code: 03390A

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Level 6, 8 Quay Street, Haymarket, NSW 2000

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Email: info@ee.edu.au;   inquiry@ee.edu.au