

Melbourne Rudolf Steiner Seminar Ltd

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Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS course code 086202A



International Student Handbook

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International Student Information

Introduction

Thank you for your interest in the Melbourne Rudolf Steiner Seminar Ltd. The purpose of this handbook is to introduce you to the services available to you here at our Registered Training Organisation (RTO) and provide you with some general information about our courses and processes. If you have any further questions please do not hesitate to contact us.



The Melbourne Rudolf Steiner Seminar Ltd provides specialised industry training and provides Nationally Recognised Training in the following qualifications
Advanced Diploma of Rudolf Steiner Education (course code 10527NAT, CRICOS code 086202A)

More information about the course can be found on the website
<http://www.steinerseminar.com/>

The *International Student Handbook* must be read in conjunction with the *Seminar Student Handbook*.

Campus and accredited course.

The Melbourne Rudolf Steiner Seminar delivers the Advanced Diploma in Rudolf Steiner Education at:

The Melbourne Rudolf Steiner Seminar
37A Wellington Park Drive Warranwood 3134, Victoria
Australia, tel. (03) 9876 5199
Email: office@steinerseminar.com

About the Melbourne Rudolf Steiner Seminar Ltd.

The Seminar offers a unique human education in Art, Science and Philosophy. Our courses are based upon Rudolf Steiner's spiritual-scientific view of the human being as an enlightened thinker in an intelligent universe. The Rudolf Steiner approach offers a way of teaching which works with universal understanding of the ever-developing human being, an understanding which can be applied to the needs of children in different countries and cultures.

The Seminar is a Registered Training Organisation that grew out of an informal study group for interested teachers and adults in 1968. From these beginnings a number of Steiner Schools were established. The Seminar's courses are offered for students interested in Anthroposophy, artistic development, individual self-development and teacher training in Rudolf Steiner education.

Rudolf Steiner was an Austrian philosopher who developed a view of the world known as Anthroposophy. His ideas have inspired many activities; architecture, agriculture, medicine, the arts and education. Anthroposophy shows that by the

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capacities of thinking, feeling and willing new faculties of perception and awareness can develop.

We are a nationally recognised training centre offering a full-time government accredited course. This course is presently not available to International Students with any other provider.

Steiner Education is the most rapidly expanding education in the world at the moment, with five Steiner streams in the Victorian Education system and 40 independent schools throughout Australia.

The Melbourne Rudolf Steiner Seminar takes all reasonable steps to provide a safe environment on campus through its Occupational Health and Safety Policy, Critical Incident Policy, Harassment and Anti Discrimination Policy.

Entry Requirements and Information for International Students

Entry requirements:

To maximize your chances of success, the Seminar has some important entry requirements. These are stated in our *International Student Enrolment Policy* available on the Seminar's website or in the office. In addition, the Melbourne Rudolf Steiner Seminar is committed to ensuring that all enrolled students get a fair chance and the support they may need to succeed in an environment of equal opportunity.

If an applicant requires additional educational support, the Seminar will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required. See the *Seminar's Student Support Policy*

There are support services available to International students which the Seminar provides free of charge and other services available externally.

Language, Literacy and Numeracy pre-enrolment assessment and following support:

Language Literacy and Numeracy (LLN)

The Melbourne Rudolf Steiner Seminar is committed to ensuring that all enrolled students get a fair chance and the support they may need to succeed in an environment of equal opportunity. For further information please see the *Seminar's Student Support Policy* and the *International Student Enrolment Policy*. They contain critical information about pre enrolment assessment and following support.

Useful links to external study support:

- a) *Study Melbourne* site which has excellent information and support for International students (Accommodation, Employment, Finances, Transport, Events, Resources): <https://www.studymelbourne.vic.gov.au>

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- b) *English Language*: link to free English courses:
<https://www.fluentu.com/en/>
- c) *Student Employment* rights and conditions such as through the fair work ombudsman. <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>

Orientation Program:

All Overseas Students are invited to a comprehensive orientation program, which outlines student support services, study assistance programs, links to relevant legal services, information about emergency and health services, the seminars' facilities and resources, complaints and appeals process, requirements for course attendance and progress, the support services available to students with general or personal circumstances that are adversely affecting their education in Australia. In addition the Seminar provides students with general information on safety and awareness relevant to life in Australia and to services students can access for information on their employment rights and conditions.

See the links and information about rights, life and safety in Australia for international students:

<http://www.afis.org.au/>

<http://www.cisa.edu.au/>

<https://www.studyinaustralia.gov.au/>

Smoking: laws regarding smoking in public places are made by the States and vary accordingly. Please note that in Australia smoking is banned in all vehicles with children, in nearly all enclosed public places including workplaces and restaurants. Smoking is not permitted at the Melbourne Rudolf Steiner Seminar in any buildings or anywhere on the grounds other than in the designated smoking corner, located near the carpark. If you would like to know more about the smoking laws in Victoria please visit this site:

<https://www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas>

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Other important information:

Beach Safe

You, Australia and the beach.

You have arrived in Australia, the sun is shining and you can't wait to go to the beach. It's time to relax, get a tan and have a swim in the ocean. Sounds amazing, right? Australian beaches are fun places to hang out and enjoy the warm weather, but before you hit the surf, there are some dangers you need to be aware of. Each year, more and more people are getting into trouble in our waters and it's important that you educate yourself about water safety and how to stay safe at the beach.

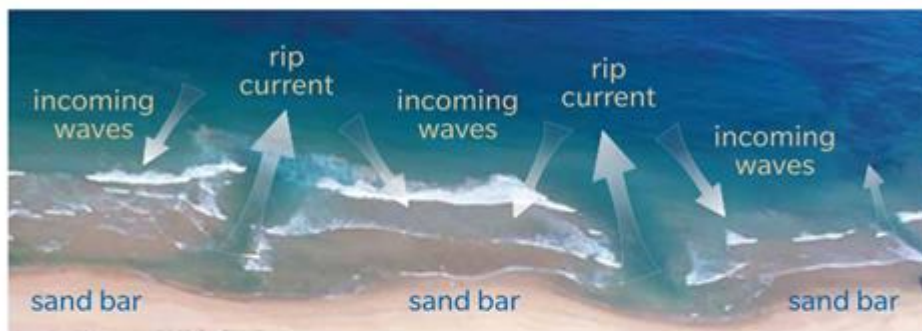
What you need to know

The beach can be unfamiliar territory for international students and other newcomers to Australia. If you don't live near the beach, or you aren't a regular beach-goer, you might be taking risks without realising it. Big waves, unfamiliar tidal conditions and sudden changes in water depth are all potential dangers. Rips are particularly dangerous and account for a very high percentage of the preventable rescues performed by Australian life savers.

So, what is a rip?

A rip is a strong and localised current, close to the surface of the water that can carry swimmers away from the shore and out to sea. Rips appear as 'calm water' within breaking waves and can often be mistaken for 'safe' places to swim. Here's what you need to look out for: .

How do you spot a rip current?



How do you spot a rip current?

The key signs to look for are:

- Deeper and/or darker water;
- Fewer breaking waves;
- Sandy coloured water extending beyond the surf zone;
- Debris or seaweed;
- Significant water movement

Sometimes it can be easier to look for where the waves are breaking consistently, and then look to each side where they don't break consistently. Those areas are rip currents.

Source: [Surf Life Saving Queensland](#)

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What about the flags?

While it's important to be able to spot a rip, it's also important to understand the signs and flags you'll see at the beach. Take a look at the image below so you know what they mean:

BEACH SAFETY FLAGS



There are also a number of signs that lifesavers and/or lifeguards may use to communicate with beachgoers and warn them of any potential hazards. These may include: dangerous surf, closed beaches, and marine stingers.

BEACH SIGNS

Warning signs (diamond shape, yellow and black) are used to warn you about a hazard(s) at the beach.



Source: [Surf Life Saving Queensland](#)

As you can see, the red and yellow flags represent a safe place to swim. To avoid getting into trouble in the water, make sure you ALWAYS swim between those flags. If there are no flags at the beach, it's not worth taking the risk! It's also a good idea to swim with a friend – never swim or surf alone

Some statistics

There were 81 beach-related coastal drowning deaths recorded in Queensland during the 10 years to 30 June 2016 (Surf Life Saving Queensland, *Coast Safe Report 2016*). Of these deaths, 42% were international tourists, migrants, refugees or other people from culturally and linguistically diverse backgrounds.

- **Swimming/beaches.** Please visit these site before you visit any Australian beach: <http://www.smh.com.au/interactive/2018/how-to-spot-a-rip>
- https://www.youtube.com/watch?v=bTkG_TMqp18

Public Transport: Get the app from Public Transport Victoria on your phone or visit this website for information about transport in Melbourne: [Journey planner - Public Transport Victoria - PTV](#)

Course Information, Dates, and Fees

The Advanced Diploma of Rudolf Steiner Education is a full-time, face to face course of study of two years' duration which equips students with a comprehensive grounding in anthroposophy, and in the theory and practice of Steiner Education.

Over the course of the year the students are involved in a broad range of studies which are theoretical, practical and artistic, described in brief below.

In the first year, students take a series of foundation units in the strands of humanities, sciences and arts.

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Students must complete all 1st year units before continuing into the 2nd year of the course.

The second year further develops the student's knowledge and experience in teaching by studying child development, the Steiner curriculum, and undertaking Professional Experience placement in schools.

The course comprises only core units. There are no elective units.

The course runs three days per week, Tuesday - Thursday, 8.30 a.m. - 4.00 p.m. over four terms, from early February to November (see our website for term dates). The term dates fall generally, but not always, within the State school term calendar.

The syllabus, containing a description of all units studied in the course, is summarized on the website. The complete syllabus is available on the Seminars Internal website on commencement of course.

For further information about the course, dates and current fee schedule please refer to the website. Fees and charges are subject to amendment by the Directors. For information on refunds see the tuition fee policy on our website.

Competency-Based Training & Assessment Process

Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a training program. The aim of competency-based training is to ensure that vocational education and training programs better meet the needs of Australia's industries and enterprises.

Outcomes from competency-based training reflect workplace duties, working environment and performance requirements. This should include performing higher level duties such as planning, problem solving and managing tasks through to completion.

Competency-based training programs are often comprised of Units of Competency that contain specific learning outcomes, which are based on standards set by industry. Delivery of training may occur in a variety of forms (Classroom, on-line, and distance) and workplace learning may apply to ensure an overall understanding of all skills and knowledge is available.

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. Assessments through this course will require students to complete a variety of written work, oral questions, practical demonstrations, and assignment / portfolio presentations.

Equity Commitment

All staff are required to have an awareness and understanding of access and equity issues, and will adhere to the principles and practices of equity in education and training; they will treat every student fairly and without discrimination. The Seminar has a

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complaints procedure in place to ensure any student concerns are dealt with immediately and appropriately (refer to the *Access and Equity, and the Communication Policy*).

The Seminar acknowledges its legal obligations under State and Federal equal opportunity law, including:

- The Racial Discrimination Act, 1975 (Commonwealth)
- The Sex Discrimination Act, 1975 (Commonwealth)
- Disability Discrimination Act, 1992 (Commonwealth)
- The Equal Opportunity Act, 1995 (Victoria)

All legislation can be accessed at: www.comlaw.gov.au

The Seminar fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all participants regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

If you believe you have been treated unfairly please contact the Coordinator.

Facilities

Classrooms

Our classrooms are designed by anthroposophical architect Greg Burgess. The classrooms are furnished with appropriate classroom furniture and equipment for effective learning to take place. We also have dedicated art and sculpture rooms. See the virtual tour on our website for pictures of the Seminar <http://www.steinerseminar.com>

Resource Centre

The Library is equipped with selections of textbooks. Photocopying facilities are available in the General Office along with basic stationary.

The Seminar has an internal website available to all enrolled students providing relevant resources for each unit of study.

Student Lounge

The Steiner Seminar provides a student lounge area in the Michael Room which is a comfortable area where students can relax, meet others, and socialise. There is a shared pin board where information is posted on social activities, rooms available to rent / share, and other general information of interest.

Kitchen

The Michael building is equipped with a small kitchen for students wanting to heat their lunches. Hot water, milk, tea and coffee are available to students.

Computer Internet availability

The Seminar has computers available in the office for students to access the internet for limited periods outside of class time, which are linked to the printer. Local libraries also have computers with internet access available for use.

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Occupational Health and Safety

The Seminar complies with all relevant Occupational Health and Safety legislation. All Seminar staff will actively take steps to identify hazards that could cause harm to participants in the learning environment. Where possible, staff will take action to remove or control these hazards, and will report the hazard to the appropriate on site personnel.

Where practicable, Students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules, procedures and the instructions of Seminar staff.

For safety procedures see the Seminar '*Critical Incident Policy*' and the '*Seminar Fire and Evacuation Plan*' are available on the Seminar website.

Student Support Services

Being an international student is exciting, but it can also be challenging. The Seminar has a designated International Student Coordinator, as well as a Student Support Officer for all students, who can be approached to gain advice on academic and personal issues. The International Student Coordinator will also provide links to external sources of support where the Seminar is not qualified.

The Student Support Officer refers students with academic issues to the appropriate support person within the Seminar.

The types of common issues for which the International Student Coordinator is able to provide support are:

- **Academic issues**
Students are able to gain advice and support in ensuring they maintain appropriate academic levels. All students' progress is monitored and guidance and support provided where non satisfactory results are identified.
- **Personal / Social issues**
Students have access to the International Student Coordinator through normal Seminar hours
- **Accommodation**
The Seminar may be able to refer students to appropriate accommodation services and staff are always available to discuss any issues or concerns a student may have with their accommodation arrangements.

Medical Issues

Student Administration will always have an up to date list of medical professionals within access from the Seminar location and any student with medical concerns should inform the student support officer who will assist them in finding an appropriate medical professional.

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Referrals

The Seminar will provide students with contact details of, and/or direct referrals to, relevant professionals for any matters that require further attention. The Seminar does not charge a fee for such referrals however referrals made by the Seminar to external services may incur fees and charges for the student from those service providers. These should be clarified by the student prior to using such services outside of the Seminar. In exceptional circumstances, at the discretion of the Seminar, students may be offered up to 4 counselling sessions provided by the Seminar at no cost to the student.

Local medical services are as follows:

Referral Services Available	Name & Location	Contact Phone
Seymour Street Medical Clinic (7 days a week 8.00 am-10.00p.m.)	11 Seymour St, Ringwood	9955 0606
Maroondah Hospital	Mt. Dandenong Rd Ringwood East	9871 3333
Doctor P. Moraes	Melb Therapy Centre	9876 3011
Ringwood Plaza Dental	Shop 4, Ringwood Plaza Ringwood	9870 6030

The emergency phone number for an ambulance in Australia is '000'. (This number should only be dialled in an emergency and you require ambulance, police, or fire attendance.)

Overseas Student Health Cover (OSHC)

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. We recommend Medibank Private for Overseas Student Health Cover:

<http://www.medibank.com.au/overseas-students/About-OSHC.aspx>

Legal Services

Where the Student Support Officer feels it appropriate for you to gain professional legal advice you will be referred to an appropriate legal professional.

Social Programs

The Student Support Officer will occasionally organise social events that allow all students enrolled with the Seminar to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events.

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Language, Literacy and Numeracy Training and Support:

The Melbourne Rudolf Steiner Seminar (MRSS) establishes a student's capacity to succeed through the entry requirements.

The Seminar may offer out of hour's LLN skills tutorials *free of charge to International Students* as outlined in *Student Support Services policy*.

The Melbourne Rudolf Steiner Seminar is committed to ensuring that all enrolled students get a fair chance and the support they may need to succeed in an environment of equal opportunity. If an applicant requires additional educational support, the Seminar will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required. See the *Seminar's Student Support Policy*.

Recognition of Prior Learning (RPL) and Credit Transfer

Competency-based training places emphasis on the workplace application of attained knowledge and skills - not how long spent in training or the amount of knowledge acquired in a formal learning environment.

You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training.

Australian Qualifications and Statements of Attainments that have been issued by any other Registered Training Organisation (RTO) will be recognised by the Seminar and you will not be required to complete these units again. To apply for Credit Transfer students must be able to present their original Qualification or Statement of Attainment with National codes and titles that match the current course a student is enrolled.

Where a student has gained skills and knowledge from sources such as life experience, work experience, and other related learning experiences, they may be able to demonstrate their competence in required skills and knowledge by completing a Recognition of Prior Learning application. This requires the students to provide detailed explanation of how the learning was gained and provide evidence of how such skills and knowledge meet the detailed requirements of the Unit of Competence recognition is being applied for. Any applications for Recognition of Prior Learning must be submitted before the beginning of the relevant unit.

Please refer to the Seminar website for the *RPL Policy*.

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Student Requirements

Satisfactory Attendance

International students are required to maintain a full time study load as part of the student Visa requirements. A full study load requires a minimum 80% attendance. The attendance of the student is monitored by the Seminar and where a student:

- a. has missed *1 full working week of classes without prior approval*; or
- b. has irregular attendance; or
- c. has a cumulative attendance that has fallen below 80%

The Seminar will counsel and provide support to prevent an unsatisfactory attendance record. Where there is an unsatisfactory record of attendance the Seminar is obliged to notify the Department of Immigration and Border Protection. This may affect a student's visa status.

Refer to the Seminar's policy on *Student Attendance Policy (Recording, Monitoring, & Reporting)* for more details.

- As the completion of in-school teaching Professional Experience (8 days in 1st year and 2x 16 days in second year) are a requirement of the course successful applicants (except those who are a registered teacher) will need to obtain a *Working With Children Check* once in Australia

Academic Progress

Academic progress is cumulative as assessment builds over the 4 terms of each year level. Students are required to maintain satisfactory academic progress as a condition of their visa. This progress is monitored by the Seminar. Where a student is unable to maintain satisfactory progress, the Seminar is obliged to notify the Department of Immigration and Border Protection. Where this occurs a student's visa status may be affected. Support, guidance and intervention strategies will be implemented for students who are at a risk of not achieving a satisfactory academic progression.

Please read the Seminar's *International Student Academic Progress Policy and Procedure*.

Student Conduct

Students are required to follow all rules of the Seminar and the instructions from staff representing the Seminar. Please read '*Expectations of Student Conduct*' in the *Seminar Student Handbook*.

Students are also required to adhere to academic rules and regulations as directed by the Seminar or its representatives. Where a student is found to have acted in a way that the Seminar deems to be misconduct, the Seminar may implement disciplinary action in the form of suspension or cancellation of a student's enrolment.

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Complaints/Grievances and Appeals

Students have access to the Seminar complaints and appeals process. Further information is available on the website, see the *Communications Policy including Complaints and Appeals* or through the Coordinator.

There are two types of complaints handling processes. One relates to general complaints and the 2nd to complaints concerning assessment.

In the case where a student's complaint relates to a general Seminar matter, he/she may lodge a general complaint in accordance with the Seminar's *Communication Policy including complaints and appeals* available from the office or on-line on the Seminar's Website at www.steinerseminar.com

In the case where a student's complaint is related to an assessment, the Seminar will follow the steps outlined in the *Assessment Appeals Policy*. This is available on the Seminar's Website and from the office.

Student Feedback.

All students are invited to complete feedback forms to provide feedback on the services and education that the Seminar is providing.

Refunds

Refund applications may be granted in certain circumstances, although not when a visa has been cancelled due to actions of the student. For further information refer to the *Tuition Fee Policy*.

Deferring, suspending or cancelling an enrolment

Students are able to initiate deferral or suspension of enrolment or the Seminar may initiate cancellation of a student's enrolment on the basis of **extenuating** or **compassionate** or **compelling circumstances**.

Full details are provided in the Seminar's *International Student Enrolment Policy* and *Communication Policy including complaints and appeals* available on the website and through the Seminar office.

Deferral, suspension or cancellation of enrolment **may affect your Visa conditions** - please ensure that you read the *International Student Enrolment Policy* thoroughly.

Living in Australia

Australia is a land of contrasts - sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

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Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants that are unique on the planet. The surface geology is typically old and flat, with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Melbourne is the capital of the State of Victoria and set around the shores of Port Phillip Bay with its beautiful beaches and water sports facilities. The city itself, laid out in a large grid format, sits on the northern banks of the Yarra River, about five kilometres from the bay.

Melbourne is a world-renowned for its cultural influence in its restaurants and cafés, and the home of major cultural events, and is also considered to be the sporting capital of Australia. Melbourne, once voted the world's 'most liveable city', enjoys clean fresh air and beautiful parks and gardens.

Further information on Melbourne is available from the excellent *Study in Melbourne & Victoria Official Government Gateway* website (<http://www.studymelbourne.vic.gov.au/>) and from www.visitvictoria.com

Climate

Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Melbourne does not have a specific wet season - it can rain at any time of the year.

Sports and other outdoor activities are possible at all times of the year.

Living and studying in Australia

The Melbourne Rudolf Steiner Seminar does not offer any accommodation. Students are required to organise their own accommodation arrangements for their stay in Australia. Where a relative or friend is able to provide accommodation that is close to transport and within access to the Seminar, students would be encouraged to take this option. It is recommended that your accommodation arrangements be organised prior to your arrival in Australia.

The international Student Coordinator can provide **information, advice, and guidance** on the types of accommodation services available to students prior to arrival. The types of accommodation available in Australia are many and varied. We recommend that you visit this website for up to date information about studying and living in Australia including cost of living:

1. *Study in Australia* <http://www.studyinaustralia.gov.au/en/Living-in-Australia>

Homestay / Private Board

This is a common form of accommodation is where students live with an Australian family. Homestay or private board is where you live with a family, couple or single person/s in their own home. You can find out more by visiting:

<http://www.melbournehomestay.org/>

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Private Leasing / Rentals

The rental market offers a wide range of housing options. Signing a lease on your own for an apartment, flat or house can offer you an independent lifestyle and privacy. You may also plan to stay in this property for the duration of your course.

It can however be expensive if you choose to live by yourself, as you are solely responsible for the rental payments plus the connection fees for utilities and then ongoing bills. Generally tenants are responsible for connection and usage of water, electricity and gas. Tenants are also responsible for connection and payment of the telephone.

School Aged Dependants

If you are to be accompanied by any school aged dependants you are required to ensure that they are enrolled in a school. The options are enrolling in a Government or private school. In both cases you will be required to pay any fees.

Privacy

In accordance with our *Privacy policy*, we are committed to protecting the privacy and personal information of all of our students. Except as required under the Standards for NVR Registered Training Organisations, Government Contracts or by law, information about a participant will not be disclosed to a third party without the consent of the participant.

Please note that the Seminar is required to keep the following personal information:

1. **About the student:**
 - a. full name, gender, date and country of birth and nationality;
 - b. and once the student has established an address in Australia, the student's residential address
2. **About the course:**
 - a. the CRICOS course code,
 - b. agreed starting date and if the student didn't begin the course when expected;
 - c. the expected completion date,
 - d. and any termination of the student's enrolment prior to the expected completion date;
 - e. and any change to the identity or duration of the course
3. **About tuition fees:**
 - a. information about all tuition fee pre-payments made by student including the periods to which these payments relate, and
 - b. an estimate of the total amount the student will be required to pay to undertake the full course
4. **About health insurance:**
 - a. whether the student has paid for Overseas Student Health Cover (OSHC) before the course starts
5. **About English language proficiency:**
 - a. whether the student has undertaken a test to determine his or her level of understanding of English,
 - b. the name of the test and the score the student received for the test
6. **About the student's visa:**

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- a. the Department of Immigration and Border Protection office where the application for a student visa was made or is expected to be made;
 - b. and if the student holds a student visa, the number of the visa; and once studying in Australia, the student's local Dept of Immigration and Border Protection office
7. **About the student's passport:**
- a. if the student was in Australia when he or she became an accepted student, the student's passport number
8. **About any breaches of student visa conditions** relating to attendance or satisfactory academic performance.

What is this information used for?

The information may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) Director for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of providers;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration

Access by participants to their personal records is available upon request. A copy of the *Seminar's Privacy Policy* is available on the website.

Enrolment Process

Please see the *Seminar's International Student Enrolment Policy* and the *Transfer of International Students between Providers Policy*.

The enrolment process is also fully described on the Seminar's website.

Please Note: The information collected on the Enrolment Form is used for administrative and statistical purposes and will remain confidential. Upon commencing in a program, the Seminar will provide you with detailed information about the course you are undertaking and your rights and responsibilities as a valued student.

Further Information

The ESOS Framework

The Australian Government wants international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for international students; these laws are known as the ESOS framework. See our website for information about the ESOS framework.