



Student Orientation Handbook

A Guide for International Students

Reference Guide

Student Name: _____

Dalton College Student ID: _____

Unique Student Identifier (USI) Number: _____

Australian Mobile Number: _____

Email: _____

Dalton College Address

Level 1, 533 Little Lonsdale St
Melbourne
Victoria 3000

Postal Address

Level 1, 533 Little Lonsdale St, Melbourne, Victoria 3000
Phone: (+613) 9043 1668
Email: info@daltoncollege.vic.edu.au
Website: <http://www.daltoncollege.vic.edu.au>

Important contact information for the Dalton College team

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Director's Message

Dear Students,

Dalton College is a modern and dynamic educational institute. We offer programs that encourages students to maximise their academic potential and provide practical training for future employment. We pledge to continuously set the standards of education excellence worldwide.

All courses are delivered within an exciting and multicultural environment by dedicated and experienced staff. The courses offered at Dalton College meet national and industry standards. Our students are able to integrate their skills and techniques that have been taught at Dalton College for their chosen career pathway. Thus, it elevates the professionalism of all industries. Our college houses excellent resources and facilities to support learning.

I hope you will enjoy your time at Dalton College and wish you every success in your studies.

Your Sincerely,

A handwritten signature in black ink that reads "Krystal Lee".

Krystal Lee
Chief Executive Officer



Welcome to Dalton College.

Introduction to Melbourne

Melbourne is Australia's second largest city with a population over 4.1 million people. It is the capital city of Victoria and is rated as the most liveable city in the world for the seventh consecutive year. Melbourne is an exciting place to be an international student. There are a large number of beautiful parks, sunny beaches and a thriving arts culture that is blended with interesting Australian history.

Dalton College is located in the Melbourne CBD and many tourist attractions are within walking distance. For example: Flagstaff Gardens, Melbourne Central, Melbourne Aquarium, Crown Casino, Federation Square, National Gallery of Victoria, Old Melbourne Gaol, Yarra River, and Melbourne Museum.

For further information, please visit www.tourismvictoria.com.au.

Study in Australia

Did you know Australia has the third highest number of international students in the world behind only the United Kingdom and the United States despite having a population of only 23 million? This isn't surprising when you consider Australia has seven of the top 100 universities in the world! In fact, with over 22,000 courses across 1,100 institutions, Australia sits above the likes of Germany, the Netherlands and Japan.

These are strong academic credentials, but our institutions are just as highly rated as the cities that house them around the country. Australia has five of the 30 best cities in the world for students based on student mix, affordability, quality of life, and employer activity – all important elements for students when choosing the best study destination. And with more than A\$200 million provided by the Australian Government each year in international scholarships, we're making it easier for you to come and experience the difference an Australian education can make to your future career opportunities.

Do you have a specific study area of interest? There is every chance Australia has you covered, with at least one Australian university in the top 50 worldwide across the study areas of Natural Sciences & Mathematics, Life & Agricultural Sciences, Clinical Medicine & Pharmacy, and Physics.

Given this impressive education pedigree, it's not surprising there are now more than 2.5 million former international students who have gone on to make a difference after studying in Australia. Some of these students are among the world's finest minds. In fact, Australia has produced 15 Nobel prize laureates and every day over 1 billion people around the world rely on Australian discoveries and innovations – including penicillin, IVF, ultrasound, Wi-Fi, the Bionic Ear, cervical cancer vaccine and Black Box Flight Recorders – to make their lives, and the lives of others, better.

Australia is recognised as a great place to live - but did you know Australia also offers a world class education? The Australian education system has produced scientists, designers, educators, entrepreneurs, artists and humanitarians who have changed the world, winning awards from Oscars to Nobel prizes. Their global achievements include the "black box" now on every airplane, the Earth hour initiative, and the invention of Wi-Fi. Australia is proud of the individuals who have studied and worked in Australia (whether they were born here or another country) and gone on to achieve great things and contribute to making the world a better place.

Global Recognition

By studying in Australia, you will receive a qualification that's recognised and sought after around the world. The Australian Qualifications Framework (AQF) allows students to easily move through the education system here and provides an easy way for countries around the world to recognise your qualification, and issue the comparable qualifications for local use.

Quality Assurance

For over 20 years Australia has led the world in putting in place systems and processes to ensure that international students receive the high-quality education they expect. These measures include:

- The Education Services for Overseas Students (ESOS) Act 2000, which sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.
- The Tuition Protection Service, which helps you find an alternative course or refund your unspent tuition fees in the rare case that your institution (education provider) can't continue to offer your course.
- The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
- Ombudsman organisations that can investigate complaints about problems that international students have with their institutions. You can find out more about these organisations on the Support Services page in the Australian Education section of this website.

International students rate Australia highly

In 2012, the Australian Government, in collaboration with peak education bodies and state/territory government education departments, conducted a survey of current international students to obtain information about their living and learning experience in Australia. The key findings of the survey included:

- 87% of international student respondents are 'satisfied' or 'very satisfied' with their overall experience in Australia.
- 86% of international student respondents are 'satisfied' or 'very satisfied' with their study experience in Australia.
- 88% of international student respondents are 'satisfied' or 'very satisfied' with living in Australia.

Your learning environment

By choosing to study in Australia, you will join hundreds of thousands of students from Australian and all over the world - including many from your home country - who are discovering new friends and opportunities in this beautiful country. You will work closely with classmates, researchers, instructors, and other faculty - collaboration is a key part of our students' successes. And in many cases, you can gain practical and hands-on training in the industry in which you are studying. This

combination of teamwork, shared learning, and industry focus will provide you with a leading edge for your further studies and career.

Australia – a research intensive country

Australia has a long and proud tradition of world class research and development that has benefited millions around the world. From the discovery of penicillin in 1945 and the discovery of acquired immunological tolerance in 1960, through to observations which led to the discovery of the accelerating Universe in 2011. Australia has a proud record of contributing to the benefits of the world:

- Through the Backing Australia's Ability initiative, A\$2.9 billion will be invested over the next five years to fund research that will stimulate economic and scientific innovation.
- Australia is investing over A\$140 million will be spent over the next five years to establish Federation Fellowships. The fellowships aim to recruit world-class researchers to Australia, with up to five of the fellowships each year awarded to high-profile non-Australian researchers from overseas.
- There are 35 special Research Centres and Key Centres of Teaching and Research based at Australian universities undertaking high-level research, and providing a diverse range of undergraduate, postgraduate and specialised professional education courses in a variety of fields.
- Australia has established an additional 63 Cooperative Research Centres which foster joint research between universities and private industry.

Life in Australia

While shared to some extent by many other countries, values and principles have been adapted to Australia's unique setting, shaped and modernised through the settlement in Australia of millions of people from all over the world. Although they may be expressed differently by different people, their meaning remains the same.

Australia's first inhabitants were the Aboriginal and Torres Strait Islander peoples, whose unique culture and traditions are among the oldest in the world. The first migrants were mostly from Britain and Ireland and this Anglo–Celtic heritage has been a significant and continuing influence on Australia's history, culture and political traditions. Subsequent immigration waves have brought

people from Africa, Asia, the Americas and Europe, all of whom have made their own unique contributions to Australia and its way of life.

In Australia, people have many freedoms. However, in taking advantage of these freedoms, everyone is required to obey Australia's laws, which have been put in place by democratically elected governments to maintain an orderly, free and safe society.

Fundamental freedoms

All Australians are entitled to a number of fundamental freedoms (within the bounds of the law), including speaking freely and openly, joining associations, holding meetings, worshipping their chosen religions and moving throughout Australia without restrictions.

Respect for the equal worth, dignity and freedom of the individual

All Australians are free and equal and are expected to treat each other with dignity and respect. Australians reject the use of violence, intimidation or humiliation as ways of settling conflict in our society.

Commonwealth laws prohibit discrimination on the basis of race, sex, disability and age in a range of areas of public life under the Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and the Age Discrimination Act 2004. The Australian Human Rights Commission is responsible for handling complaints under these laws.

Freedom of speech

All Australians are free, within the bounds of the law, to say or write what they think about Australian governments or about any other subject or social issue as long as they do not endanger people, make false allegations or obstruct the free speech of others.

The same applies to Australian newspapers, radio and television and other forms of media. Australians are free to protest the actions of government and to campaign to change laws. Freedom of speech allows people to express themselves and to discuss ideas. There are laws that protect an individual's good name against false information or lies. There are also laws against inciting hatred against others because of their culture, ethnicity or background.

Freedom of religion and secular government

All Australians are free to follow any religion they choose, so long as its practices do not break any Australian law. Australians are also free to not follow a religion. Religious intolerance is not acceptable in Australian society. Australia has a secular government – it does not have any official or state religion. Governments treat all citizens as equal regardless of religion.

Religious laws have no legal status in Australia and only those laws enacted by parliament apply, for example, in divorce matters. Some religious or cultural practices, such as bigamy (being married to more than one person at the same time) are against the law in Australia.

Support for parliamentary democracy and the rule of law

Australia is a parliamentary democracy, which means that Australian citizens participate in how the country is governed and how Australian society is represented. Governments are accountable to all Australians. Elected parliaments are the only bodies able to make laws in Australia or delegate the authority to make laws. Everyone in Australia must obey laws established by governments. Equally,

all Australians are protected by the rule of law. This means that no-one is exempt from or 'above the law', even people who hold positions of power, like politicians or the police.

Equality under the law

All Australians are equal under the law. This means that nobody should be treated differently from anybody else because of their race, ethnicity or country of origin; because of their age, gender, marital status or disability; or because of their political or religious beliefs. Government agencies and independent courts must treat everyone fairly. Being treated equally means that getting a job or being promoted must be on the basis of a person's skills, ability and experience, not their cultural background or political beliefs. It also means that people cannot be refused service in a shop or hotel or other service facility because of their race, colour, religion, gender or marital status.

Equality of men and women

Men and women have equal rights in Australia. Jobs and professions are open equally to women and men. Men and women can serve in the military and both can also hold positions in government.

Equality of opportunity and a spirit of egalitarianism

Australians value equality of opportunity and what is often called a 'fair go'. This means that what someone achieves in life should be a product of their talents, work and effort rather than their birth or favouritism.

Australians have a spirit of egalitarianism that embraces mutual respect, tolerance and fair play. This does not mean that everyone is the same or that everybody has equal wealth or property. The aim is to ensure there are no formal class distinctions in Australian society.

Peacefulness

Australians are proud of their peaceful society. They believe that change should occur by discussion, peaceful persuasion and the democratic process. They reject violence as a way of changing peoples' minds or the law. In addition to these values, Australians also pursue the public-good and have compassion for those in need. There is a strong community spirit in Australia and Australians seek to enhance and improve the society in which they live.

Many Australians contribute to the community in their daily lives. They may demonstrate this through caring for the environment, lending a hand and working together in times of need in pursuit of the public good. Australia has a strong tradition of 'mateship', where people provide help to others voluntarily, especially those in difficulty. A mate is often a friend but can also be a spouse, partner, brother, sister, daughter or son. A mate can also be a total stranger.

There is also a strong tradition of community service and volunteering. The values outlined above have been promoted and discussed by Australians over many years. They have helped Australia to welcome and integrate successfully millions of people from many ethnic groups and cultural traditions. Australia's cultural diversity is a strength which makes for a dynamic society. Within the framework of Australia's laws, all Australians have the right to express their culture and beliefs. But at the same time, all Australians are asked to make an overriding commitment to Australia – its laws, its values and its people.

Shared values

Although Australia's migrants have come from many different cultural and religious backgrounds, they have successfully settled in Australia and integrated into the broader community. Australia, in turn, has been enriched by the contributions they have made socially, culturally and economically.

An important feature of Australian society today is not only the cultural diversity of its people, but the extent to which they are united by an overriding and unifying commitment to Australia.

Australians put aside their individual differences in the interests of living together as neighbours. Within the framework of Australia's laws, all Australians have the right to express their culture and beliefs and to participate freely in Australia's national life. At the same time, everyone is expected to uphold the principles and shared values, as outlined in the introduction, that support Australia's way of life.

Australian society today

One of the defining features of Australian society today is the cultural diversity of its people and the extent to which they are united by an overriding and unifying commitment to Australia. Another defining feature is the egalitarian nature of Australian society. This does not mean that everyone is the same or that everybody has equal wealth or property. It also means that with hard work and commitment, people without high-level connections or influential patrons can succeed.

Within the framework of Australia's laws, all Australians are able to express their culture and beliefs and to participate freely in Australia's national life. Australia holds firmly to the belief that no-one should be disadvantaged on the basis of their country of birth, cultural heritage, language, gender or religious belief. In order to maintain a stable, peaceful and prosperous community, Australians of all backgrounds are expected to uphold the shared principles and values that underpin Australian society.

Laws and social customs

Community behaviour in Australia is governed by a combination of formal laws and informal social customs. All people in Australia must obey the nation's laws or face the possibility of criminal and civil prosecution. People are also expected to generally observe Australian social customs, habits and practices even though they are not normally legally binding. Australian laws are made by the Australian Commonwealth, state and territory parliaments. The police have the job of keeping peace and order in the community and to bring people they believe have broken the law before courts of law.

People in their local communities and neighbourhoods also help each other in the event of trouble and report anything unusual or suspicious to the local police station. Australia has a national police force called the Australian Federal Police, which investigates crimes against federal laws including drug trafficking, illegal immigration, crimes against national security and crimes against the environment.

All states of Australia and the Northern Territory have their own police forces, which deal with crimes under state or territory laws. Policing in the Australian Capital Territory is undertaken by the Australian Federal Police. Although police officers may arrest people and give evidence in court, they do not make the final decision on whether or not people are guilty of crimes. This is decided by the courts. Police and the community have good relations in Australia. You can report crimes and seek assistance from the police. If you are questioned by police, remain calm, be polite and cooperative.

Introduction Dalton College

The purpose of this student orientation handbook is to assist you in your transition to studying in Melbourne, Australia. Dalton College has one campus in Melbourne's central business district; it is located at level 1, 533 Little Lonsdale Street Melbourne VIC 3000.

Local Amenities

Dalton College is only 2 minutes away from the Flagstaff train station. We are also surrounded by the complex tram network of Melbourne. The stop for tram 55 is located at 2-3 minutes walking distance from Dalton's Campus. *For more information visit <https://ptv.vic.gov.au>*

The Queen Victoria Market is about 10-minute walk from Dalton College. Additional retail shopping outlets such as Melbourne Central Shopping Centre and the Emporium are at a distance of about 5-10 minute walk.

Classrooms

All classrooms are air-conditioned and well-furnished with classroom furniture and equipment for effective learning to take place. All classrooms are located on level 1 which can be accessed via the lifts or stairs at 533 Little Lonsdale Street, Melbourne VIC 3000.

Student Lounge

Dalton College provides a student lounge area. This area is tailored for students who wish to relax, socialise and converse in English. Please also find access to student computers and internet. There are also helpful information brochures and books to help you adjust to living in Melbourne as an international student.

Student Support Services

Being an international student is exciting, but it can also be challenging. We have student support department which can be easily approached to provide help on academic and personal issues. This department provides professional and confidential advice in many areas and can also provide references to external sources of support. Any external referrals are conducted by Dalton College at no cost to the student. However, there may be fees and charges for the external help which will be clarified for the student before external services are requested.

Dalton College student support is available through Monday- Friday 9:00am- 5:30pm

a) Academic Issues

Any student that have concerns with their attendance, academic performance or other school related issues are welcome to talk to student support. Any student that is found to be at risk of not achieving the requirements of their course or not sufficiently meeting student visa conditions will be contacted by student support. All academic progress and attendance are monitored by Dalton College.

Students are able to gain advice and support in ensuring they maintain appropriate academic levels, attendance levels, and general support to ensure they achieve satisfactory results in their studies.

b) Personal Issues

There are a number of personal issues that can have an effect on any student's academic performance. Our student support officers are available to help any student however, if you personally chose to look for external help you can call:

- Study Melbourne Student Centre 1800 056 449 (24 hours)
- Lifeline Australia (Crisis Support and Suicide Prevention) 131114 (24 hours)
- Mensline Australia (Men specific) 1300789978 (24 hours)
- Crisis Accommodation Melbourne 1800825955 (24 hours free call)

- Safe Steps Family Violence Response Centre 1800015188 (24 hours free call)
- Gambling Help 1800858858 (24 hours)

The following support services are free. However, please check with your mobile phone provider about call charges.

c) Accommodation

Dalton College does not offer any accommodation services or take any responsibility for accommodation arrangements. However, Dalton College can refer students to the appropriate living services to help any students with accommodation difficulties.

All students are encouraged to have accommodation organised prior to arrival in Australia but the Student Support Officer can refer students to appropriate accommodation services.

d) Social Programs

Student support may occasionally organise social events that will allow current students of Dalton College to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events. Dalton College is open to all suggestions made by students.

e) Emergency Services

000 is the emergency number for police, ambulance and fire.

f) Medical Referrals

Dalton College can recommend medical facilities that are in walking distance from the school. Student support can assist students upon request in finding the most appropriate medical professional.

The following lists the most convenient general medical practitioners around Dalton College:

- CBD Doctors Melbourne (03) 9077 9912 at 10/53 Queen St Melbourne VIC 3000.
- Collins Street Medical Centre (03) 9654 6088 at 7/267 Collins St Melbourne VIC 3000.
- Melbourne City Medical Centre (03) 9639 9600 at 68 Lonsdale St Melbourne VIC 3000.

g) Legal Services

Dalton College is able to provide some advice and guidance on a limited range of situations. Where the Student Support Officer feels it appropriate for you to gain professional legal advice they will refer you to an appropriate legal professional.

Please visit these websites for further legal information:

- Legal Aid Victoria www.legalaid.vic.gov.au/lawyeratcourt.htm
- Study Melbourne Student Centre www.studymelbourne.vic.gov.au
- Consumer Action Law Centre www.consumeraction.org.au
- Tenants Union of Victoria www.tuv.org.au

Course Credit

- Applicants must apply for credit transfers at enrolment time or within 28-days of course commencement and unit commencement.
- Applicants wishing to apply for a credit transfer must apply using the credit transfer form.
- Applicants must present his/her statement of attainment or qualification so the Academic Manager can assess and map the unit/s presented for credit transfer against the unit/s proposed to be delivered by Dalton College.
- Applicants must provide Original documents or original duplicates documents from the issuing provider.
- Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework.
- Documents will be verified with the issuing RTO if for any reason the Dalton College staff member questions the authenticity of the documents.
- Credit Transfer is different from Recognition of Prior Learning.

(For detailed information, please refer to Course Credit Policy and Procedure)

Satisfactory Attendance

International students of Dalton College are required to maintain a full-time study load as a core student visa condition. The attendance of all students is monitored by Dalton College. Where a student is deemed at risk below the required 80% attendance threshold, Dalton College will counsel and provide support to prevent an unsatisfactory attendance record. Dalton College will report to the Department of Immigration and Border Protection and/or relevant government agency if the student continuously falls below the required attendance threshold.

Attendance Status	RTO Action
When a student has missed 5 or more consecutive days of classes without prior approval	The student will be immediately contacted by phone/email to gain an explanation and inform them of the need to attend classes and the effect on their projected attendance if they do not attend. If contact by phone is not successful the Administration Manager is to be informed and shall attempt to identify the student’s current contact details. Where the student is not able to be contacted by phone/email, ‘Student Attendance 1st Warning Letter’ (Appendix A) is to be sent to their last known address.
When a student’s projected attendance falls below 90%	The student is to be sent a ‘Student Attendance 1st Warning Letter’ (Appendix A) informing them of their projected attendance and the need to ensure they maintain a minimum of 80% attendance for the course duration (total contact hours). This letter is to also contain the consequences of not achieving a projected attendance of 80%.
When a student’s projected attendance falls below 85%	When a student’s projected attendance is below 85% the student shall be sent a ‘Student Attendance 2nd Warning Letter’ (Appendix B). This communication will indicate the student is required to organise an appointment with the Academic Manager to discuss their poor attendance record and any intervention strategies to ensure they stay above 80% for course duration (total scheduled contact hours).

	<p>If the student does not respond within 5 business days, Student Administration will attempt to contact the student and action the student enrolment status as required.</p>
<p>When a student's projected attendance falls below 80%</p>	<p>The student shall be sent a 'Student Attendance Breach Recorded Letter' (Appendix C) letter indicating the student has breached the attendance requirements. This letter will also identify the student is going to be reported to the appropriate government agency(s) for unsatisfactory attendance of their course of study. They will also be informed of their ability to access the 'Complaints and Appeals Policy and Procedure' and that they have 20 business days to access this process.</p> <p>If the student does not access the complaints and appeals process within 20 business days, the student's enrolment status is to be updated on PRISMS. The student is also to be sent a 'Student Attendance Breach Reported Letter' (Appendix D) notifying the student of the action taken.</p>
<p>Reporting 'Breach of Student Attendance'</p>	<p>As identified above, when a student's attendance falls below 80%, and has no supporting reasons, the student must be reported to the appropriate government agency(s) via PRISMS for a breach of their Visa condition.</p> <p>This process of reporting breaches into PRISMS is the responsibility of the Administration Manager who will monitor the recorded breach and report the breach as required. A copy of all letters, details of phone calls made, and reports are to be maintained in the individual student file.</p>

(For detailed information, please refer to International Student Attendance Policy and Procedure)

Academic Progress

International students of Dalton College are required to maintain satisfactory academic progress as part of their student visa condition. This progress is carefully monitored by Dalton College. A student must maintain a 50% satisfactory mark cover two consecutive terms in a course. Any support and guidance will be given where the academic progress requirement has not been achieved.

Every Five (5) weeks the Administration Manager will review the satisfactory course progress of all students.

The Student Support Officer (SSO) shall issue **Unsatisfactory Course Progress Notification Letter** indicating to the student that they have fallen below 50% academic performance for the term to date, and failure to achieve Competency in further units undertaken within the current term may result in a risk of failing to achieve satisfactory course progress for the term. The letter shall remind the student that failing to achieve this satisfactory course progress in two consecutive terms will be deemed to be in breach of Student Visa requirements and will be reported to the Department of Immigration and Border Protection (DIBP) vis PRISMS. The student is to be given the opportunity to be counselled to improve their academic progress. If student fails to improve their academic progress after the completion of the term, an intervention strategy will be instigated.

When a student's projected satisfactory course progress falls below 50% for a completed single term, the SSO shall issue a '1st Warning Letter'. This letter will indicate that the student must contact Dalton College to organise an appointment with Academic Manager to discuss their poor academic performance and develop strategies or plan to ensure that they stay above the 50% academic progress requirement for the following Term.

The intervention strategy is instigated at this stage. At the meeting, the student is to be informed of their progress requirements and an individualised intervention plan for support is to be set in place for the student. Refer to the 'Intervention & Extending Course Duration Policy & Procedure'.

In all cases where the student does not respond to written communication within 5 working days, the Administration Manager will attempt to contact the student via telephone. If contact is still not made, then the Administration Manager will inform the Compliance Manager and CEO, and gain approval to issue a breach recorded letter or take appropriate action in regards with student's enrolment.

When a student's projected satisfactory course progress falls below 50% for 2 consecutive terms, the SSO shall issue a 'Breach Recorded' letter indicating that they have failed to be deemed Competent in more than 50% of units undertaken for two consecutive completed terms. The student is to be informed that because of their unsatisfactory course progress they are going to be reported to DIBP for unsatisfactory satisfactory course progress in their course of study.

The student will also be informed of their ability to access the complaints and appeals process to appeal this decision and have 20 business days to do so. If the student does not initiate an appeal or complaint process within 20 days, the report shall be submitted to DIBP via PRISMS.

(For detailed information, please refer to Monitoring Course Progress Policy and Procedure)

Deferment, Suspension or Cancellation

- Serious illness or injury, supported by the medical certificate states the student's inability to attend classes;
- Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- A traumatic experience which could include involvement in, or witnessing of a serious accident;
- Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports);
- Misbehaviour by the student;
- Student's failure to pay the amount which he/she was required to pay to undertake or continue the course as stated in the written agreement;
- Breach of course progress or attendance requirements, which occur in accordance with National Code Standard 8.

(For detailed information, please refer to Deferring, Suspending or Cancelling Student's Enrolment Policy and Procedure)

Refund Policy

Outline of Default Refund Arrangements	
Initial Visa refused prior to course commencement (with Department of Immigration Refusal Letter)	Full refund less \$300 administration fee
Dalton College is unable to provide the course for which the original enrolment and payment has been made	Full refund
Withdrawal prior to agreed start date: Notify the College more than 60 days prior the course commencement date or within cooling off period	Full refund less \$300 administration fee
Withdrawal prior to agreed start date: Notify the College less than 60 days and greater than 28 days prior the course commencement date	Only course material fee is refundable
Withdrawal prior to agreed start date: <input checked="" type="checkbox"/> Notify the college less than 28 days prior the course commencement date	No refund
Visa refused after course commencement (with Department of Immigration Refusal Letter)	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
Dalton College is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Immigration and Border Protection, as required by law.	No refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
Student's extension of Visa is not granted.	No refund If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
Visa is cancelled due to any action of student	No refund
RPL assessment	No refund

(For detailed information, please refer to Fees, Charges and Refunds Policy and Procedure)

Overseas Student Transfer

Requests to transfer to Dalton College from another Training Provider

The following procedure is relevant to any student who applies for a course within Dalton College and is currently studying onshore with another registered provider.

For this procedure to be completed the applicant must provide a copy of their passport (along with original passport to certify the copy) to look up PRISMS. Once this information is obtained the following steps are taken:

- i. Administration Manager accesses the student information via documents provided by student along with a copy of his/her passport. The current student visa can be verified by Visa Entitlement Verification Online (VEVO). They are to ascertain if the length of studies completed in their current Principal course of study is greater than 6 months.
- ii. If they have completed more than 6 months of their principal course of study, the application process proceeds as for all off-shore students.
- iii. Where a student has NOT completed 6 months of their principal course of study, they are asked to provide an appropriate letter of release in support of their application.
- iv. To support the application for letter of release at another provider, student can be provided with a 'Conditional Letter of Offer' (Appendix A) which clearly states that an offer of a place is contingent on their obtaining a letter of release.
- v. If such a letter of release is received and the student has no outstanding fees to be paid to the prior institution or other outstanding matters of concern, the application proceeds as for all off-shore applicants.
- vi. If no satisfactory letter of release is obtained from such students, the application process is halted and the student informed that they are unable to transfer at this time. They are welcome to re-activate their application when the 6 month period has passed.

Dalton College will not knowingly enrol an overseas student transferring to Dalton College from another RTO, who has not completed at least 6 months of their principal course, except where any of the following applies:

- Releasing RTO, or the course in which the overseas student is enrolled, has ceased to be registered;
- Releasing RTO has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider;
- Releasing RTO has agreed to the overseas student's release and recorded the date of effect and reason for release in prisms;
- Any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change

Note that in the very rare circumstances where the original institution or course has ceased to be registered, or sanctions have been placed on the original institution by the Australian government which do not allow the student to continue with the course, no letter of release is required. Evidence of this occurrence would need to be placed in the student file.

Requests to transfer from Dalton College to another Training Provider

The following procedure is relevant to those students wishing to transfer to another education provider prior to completing six (6) months of their principal course of study at Dalton College.

- i. Students make a written request (must be in person with submission of Cancellation of Enrolment Form) to Administration Manager to transfer to another provider.

- ii. The student is asked to provide a valid 'Letter of Offer' from the new provider authenticating the transfer and the student is able to provide a letter indicating the benefits of transferring from their current course of study.
- iii. Circumstances in which Dalton College will grant the transfer request because the transfer is in the overseas student's best interests, including but not limited to where Dalton College has assessed that:
 - Dalton College has cancelled/ceased to offer the students program as outlined in the written agreement
 - Government considers the change to be in the students best interest, if they are a sponsored student (written confirmation from sponsor required)
 - Overseas student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the intervention strategy
 - There is sufficient evidence of compassionate or compelling circumstances
 - There is evidence that the overseas student's reasonable expectations about their current course are not being met
 - There is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course and the course is therefore unsuitable to their needs and/or study objectives
 - An appeal (internal or external) on another matter results in a decision or recommendation to release the overseas student
 - Exceptional circumstances (documentation required to support circumstances).

In assessing the application to transfer, the Administration Manager will check the following points:

- Ensure any outstanding fees are paid
- Ensure the student is fully aware of all issues relating the transferring of providers.
- iv. Once the above points have been addressed by the Administration Manager, a 'Letter of Release' will be granted at no charge to the student. The student will also be advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not a Higher Education / VET course. Any issues will be reported to the CEO.
- v. The Administration Manager reports the student's termination of studies to the appropriate government agency(s) via PRISMS.
- vi. Where the transfer is not in the best interest of the student, the request to transfer to another RTO will be refused. Reasons for refusal may include but are not limited to:
 - Outstanding payment
 - New course location or outcome is not suitable to student situation
 - Provider is not a CRICOS registered provider
 - The welfare of the student is compromised
- vii. This decision of the appropriateness of the transfer will be made by the Administration Manager and shall be given to the student in writing. The above process should not take more than 5 working days once the student has provided the necessary documentation
- viii. In an event where the student's application of transferring to another provider is refused and 'Letter of Release' is not issued, the overseas student will be informed in writing about student's right to appeal against the decision.

- ix. Overseas Student will have access to Dalton College's Complaints and Appeal processes. Students can appeal against the decision within 20 working days after the outcome was informed to the student.
- x. Dalton College will not finalise the student's refusal status in PRISMS until the appeal finds in favour of the registered provider, or the overseas student has chosen not to access the complaints and appeals processes within the 20 working day period, or the overseas student withdraws from the process.
- xi. All requests, considerations, decisions and copies of letters of release to be placed on student's file for 2 years after the overseas student ceases to be an accepted student.
- xii. The approval of transfer of a student to another institution does not indicate the agreement to provide any refund.

(For detailed information, please refer to Assessing Student Transfer Request Policy and Procedure)

Unique Student Identifier (USI)

The Unique Student Identifier (USI) is a reference number that is made up of numbers and letters. It gives students a USI account that is linked to the National Vocational Education (VET) data collection that allows a student to see all their training results from all providers. If you do not provide Dalton College with a valid USI then no certificate will be given upon the completion of your course.

Additional Fees

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) allows students to obtain credit for learning outcomes they have already achieved from various sources such as life experience, work experience etc. Any RPL assessment requires a student to provide detailed explanation of how the experience was gained and a \$250 per unit assessment fee must be paid.

Administration Fees

A \$300 administration flat penalty fee will apply if student cancels or modifies their course enrolment without providing a satisfactory reason.

Credit Card Surcharge

A 2.5% surcharge will be incurred when any fees are paid by credit card.

Late Payment

A late payment charge of 18% of all outstanding fees will be charged.

Re-Issue Fees

Any re-issue of certificates, statement of attainments, or records of results will incur a \$50 charge for each document.

Reassessment Charges

Re-assessment fee is charged when student is failed in any unit after 2 or more consecutive attempts and COE is NOT extended to complete all the required units of competencies of qualification. Re-assessment fee of unit/s is calculated on the basis of total number of units of competencies in the qualification and the total duration of the qualification.

This is calculated as follows:

- BSB50215 Diploma of Business - \$375/unit
- BSB60215 Advanced Diploma of Business - \$750/unit
- BSB42015 Certificate IV in Leadership & Management - \$250/unit
- BSB51915 Diploma of Leadership & Management - \$500/unit
- BSB42415 Certificate IV in Marketing and Communication - \$250/unit
- BSB52415 Diploma of Marketing and Communication - \$500/unit
- BSB61315 Advanced Diploma of Marketing and Communication - \$500/unit
- 22253VIC Certificate III in EAL (Access) - \$875/unit
- 22256VIC Certificate IV in EAL (Access) - \$875/unit

Information on any excursion fees (if applicable), will provided to students during the course by their Trainer/Assessor. Excursion fees are based upon shared costs of transport and any an individual's entry/admittance fees. Student are required to arrange their own meals during excursion unless covered by entry/admittance fees. Excursion fees are paid to student administration prior to the date of the excursion.

Failure to pay excursion fees by the due date will result in the student forfeiting their reserved place on the excursion.

To avoid reassessment administration fees, we advise that you come to class regularly and submit all assessment on time.

Student Code of Conduct

Students are required to follow all rules and instructions of staff from Dalton College. Students are required to act in a non-discriminatory manner at all times and respect the rights of other students, staff and visitors.

Where a student is found to have acted in a way that Dalton College has deemed to be misconduct, we will implement disciplinary actions immediately. This may take the form of suspension, exclusion or expulsion from Dalton College.

Complaints and Appeals

Students have access to the Institute's complaints and appeals process. This allows for a fair and equitable process to be implemented for any grievance or complaint against Dalton College in its assessment process, decisions relating to academic or attendance records, and any other concerns which students may have.

Students are able to submit a complaint against Dalton College or any person employed by the Institute if they feel a person has acted inappropriately, or the systems and practices of the Institute are not meeting expectations, or the Institute is treating a person unfairly. All complaints are handled with confidence and are reviewed by the Institute's management. Complaints and appeals are at no cost to the student.

A student may also appeal a decision made by Dalton College in relation to a complaint or an assessment outcome. Where a student feels they have been treated unfairly or incorrectly judged and assessed on a specified task, project, or assessment requirement they may have the decision reviewed by the Institute by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the decision or outcome was unfair or why the decision / outcome should be reviewed.

Students should contact Administration to obtain a copy of the Complaints and Appeals Procedure or to obtain a copy of the Complaints Form. If a student is still not satisfied with the outcome they have the option of appealing to the Overseas Students Ombudsman. The phone number for the Overseas Students Ombudsman is 1300 362 072. Information on the Overseas Students Ombudsman is available at <http://www.ombudsman.gov.au/> . Online Complaint Form: <https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=oco-complaint-form>

(For detailed information, please refer to Complaints and Appeals Policy and Procedure)

Complaints and Appeals Form

This form must be completed in order to make a formal complaint or appeal at Dalton College.

Important Information:

- Please read Dalton College complaint and appeal policy carefully before lodging a formal complaint or appeal.
- Please attach supporting documents relevant to this application, if any.
- Processing time varies depending to the nature of complaint or appeal.

Please tick one of the following as applicable

- Complaint against initial notification of an issue
- Appeal against a decision that has been made by Dalton College

Student No:		Date:	
Mr/Mrs/MS etc.	Surname or Family Name:		Other or Given Name:
Residential Address:			
Contact Phone Number:		Email:	
Course Enrolled in:			
Describe your complaint (include details, information etc.)			
Describe your appeal (include details, information etc.)			
<p>Do you want to bring any support person who would like to assist you? Please provide their details below.</p> <p>Name: _____</p> <p>Relationship: _____</p>			

Student Declaration: I declare the information provided in this application is true and valid and I have read and understood the Dalton College complaint and appeal policy and procedure.			
Student Name:		Student Signature:	
Date:			

FOR OFFICE USE ONLY	
Received By (Name)	
Position	
Signature	
Date	
Action Taken:	
Date of notification sent to complainant:	
Please provide details of how the complainant was advised of the outcome:	
Actioned by (Name)	
Position	
Signature	
Date	
Details of any further action required:	