

LATROBE COLLEGE OF ART AND DESIGN

INTERNATIONAL STUDENT INFORMATION KIT

- Information for international students
- Agents
- Application Process
- Diploma of Visual Art course information

Welcome

LaTrobe College of Art & Design (LCAD) welcomes students from all over the world. We have been assessed by the Australian Government and approved to deliver training in Visual Art to international students. When considering a course in Visual Art as an international student, this information kit will provide you with useful information regarding the institute, the course, and details about how to apply for a student visa, accommodation and living in Melbourne.

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

To be eligible for a student visa, you must first be accepted for full time study with an Australian education provider who is registered with CRICOS.

Diploma of Visual Art 21885Vic

Provider Code: 22248

CRICOS Code: 03157K www.cricos.dest.gov.au/

104 weeks, ie 2 year time framework.

The study period is between late February - mid December or start of August - early July depending on whether the student joins in February or mid year August.

There is a break for 3 weeks in July and 2 months December – February.

There are 1 week breaks mid semester in April and October.

International Support Contact Officer

LCAD International Support Contact Officer **Mr Bion Balding** will welcome you, and help make your transition to Australia and LCAD a smooth event. Please feel free to email Bion with any questions at info@latrobecollege.com.au

About LaTrobe College of Art & Design

LCAD is a small, friendly college leading the way in professional Fine Art, Design and Multimedia education and learning experiences. We offer a specialized combination of theory and practical skills that encourage our students to be creative, innovative and think to independently. Our teaching and administration staff enhances the learning experience and our domestic students are friendly and welcoming. Our class sizes are between 8 and 15 students enabling a high level of one on one tutoring as well as generating a great sense of community support within the college. We offer excellent value for money with our high standard of teachers and training and our student's graduate with confidence to embark on a career in art and design. All this makes LCAD an excellent choice for the international student wanting to study in Australia.

Studying in Australia

Australia prides itself on having one of the highest quality education systems in the world. Australia has an international reputation for excellence in all areas of education and training. Australia is a multicultural society. It is a dynamic, vibrant country and its people are energetic, friendly and confident.

About Melbourne

Melbourne is one of the top 10 cities in the world for international students. It is a sophisticated city and embraces multiculturalism and is the sporting and art capital of Australia. Melbourne offers a breathtaking atmosphere and is in a spectacular setting as one of Australia's foremost exciting cities. There are many and varied activities that are free or inexpensive for the budget conscious student. www.melbourne.com.au

College Location

LCAD is located at 301 Latrobe Street Melbourne in the Central Business District of the city, well known for its galleries, art spaces, restaurants and community lifestyles.

The diverse multicultural community makes the district a unique part of contemporary life in Australia.

Cost of Living

A guide from the immigration department DIAC_DIAC suggests around a \$1,000 per month. To gain a student visa, overseas students will need to demonstrate that they have the financial resources to pay for accommodation food, entertainment, transport and incidentals to live in Melbourne. You may spend more or less, depending where you choose to live and your lifestyle. Department of Immigration, Multicultural & Indigenous Affairs website. www.dimia.gov.au

Accommodation

There are various accommodation facilities available to suit different budgets and needs including:

- Home stay – popular with younger students, staying with an Australian family.

- Share Accommodation – living in a flat (apartment) or house with other students.
- Individual accommodation.

Please view the following optional sites

- www.studentaccommodation.com.au
- www.metrostudent.com.au
- www.unilodge.com.au
- www.housesharevic.com.au
- www.austudent.com
- www.melbournestudentaccommodation.com
- www.collegesquare.ymca.org.au
- maps.google.com.au
- www.DragonVillage.com.au/
- www.ShortStayApartments.com.au
- www.find-studentaccommodation.com
- www.melbournehomestay.org
- RMIT - Housing Advisory Service
- www.rmit.edu.au/housing
- Share Accommodation RMIT
- www.share-accommodation.net
- Rmit Student Accommodation
- au.easyroommate.com
- RMIT Village Old Melbourne
- www.rmitvillageom.com.au

LCAD recommend students contact the following www.lestudent8.com, www.studyinaustralia.gov.au, for information on accommodation in Australia. If students are unable to find appropriate accommodation through this option then contact Bion Balding – the Course Coordinator for further accommodation options and costs. The costs of accommodation will depend on which part of the city you would like to live in. LCAD is eight doors from Melbourne Central Station within the city centre. Our students travel easily from all over Melbourne. You will need to arrange temporary accommodation or home stay accommodation before you arrive in Australia.

International Student Support

LCAD provides in-depth student support for all our international students. We are dedicated to providing ongoing support during your time at LCAD. Being a small college we nurture our students and are happy to help them adjust and settle in to their new environment.

This support will include:

- International student orientation
- Orientation to LCAD
- Advice on accommodation, living in Melbourne
- On going student advice and support
- Working visa advice
- Individual consultation
- Employment advice
- We are sensitive to individual religious & cultural needs
- Advice with gallery exhibitions of your work

Course Counselling

If at any time you have a problem with any of the theory or practical subjects, you should first discuss the problem with your teacher, who can organise extra study time or give advice regarding ways to manage or deal with the study. If this doesn't succeed then speak to the Course Coordinator or will try to solve the issues through adjusting the study or providing other support.

Personal Counselling

If at any time you have a problem of a personal nature, or you are feeling stressed and need to talk to someone, please feel free to talk to your Student Welfare Officer, your Teacher, or Course Coordinator. If you would prefer to consult a professional counsellor, we have a list of professionals we recommend and work with.

English Language Proficiency

LCAD conducts all of their classes in English. Applicants with a non-English speaking background are required to have an adequate language understanding to undertake the course. Students are required to speak English while at college. The minimum standard for English is IELTS (International English Language Testing Systems) 5.5 or TOEFL 550 or equivalent. Applicants must show certified copies of IELTS certificates with enrolments forms. www.ielts.org

National Recognition

LCAD recognizes credentials issued by other registered Training Organizations (RTOs) this may include a Statement of attainment, or a complete Qualification. There is no charge for credits recognized through this National Recognition process

Recognition of Prior Learning – RPL

LCAD acknowledges that students may have gained some of the competencies from the course through previous study, life or work experiences. These competencies may be recognized through the RPL assessment process. Applicants for recognition of prior learning MUST be received at least two weeks before the commencement of the relevant unit or units. Applicants received after this deadline will not be considered. Charges do apply for applications for Recognition Prior Learning. In June 2011 this cost was

set at \$180 per hour for each hour taken to assess the application. An **S7 RPL & Credit Transfer Application Form** can be obtained from LCAD admin

Credit Transfer

If a student has previously successfully completed a unit being offered in the program they are enrolled in, they may apply for a credit transfer. A credit transfer is only applicable where the unit code, version number and delivery contexts are the same. Students must complete an **S7 RPL & Credit Transfer Application Form** and supply the relevant evidence to support the application at least 2 weeks before the course begins. There is no charge for a credit transfers. **National Recognition - LCAD** will recognise qualifications gained at other institutions with full credit.

Any reduction in course hours must be reported to DIAC-DIAC and could affect the duration of your visa. A substantial granting of RPL may reduce the length of your study visa this decision will be made by DIAC, DIAC and you will be advised accordingly. There will be no reduction in course fees after RPL has been approved, as the full hours of the Diploma course must still be achieved. LCAD will charge a \$180 per hour for the assessment of RPL applications by students

Student Visa Requirements

The Australian government allows non-Australian citizens to study in Australia with a student visa. A student visa is only issued if you have enrolled and have been accepted through an approved registered Australian Government provider for overseas students. Prior to enrolling it is important that you have an understanding of the visa regulation for your country of origin. Details about student visas can be found at www.immi.gov.au or contact your local Australian Embassy/Consulate.

Work Visas

International students are permitted to work up to 20 hours per week during College terms and full time during holidays. Students who chose to work are required to apply for a work visa after enrolment. LCAD does not organize work for students. Work hours are not to interfere with your college timetable.

Cancellation of Student Visa

If an application for a student visa is refused, then all course fees, less the Application Fee will be refunded in full, provided that documentary evidence is supplied **within working 14 days** of visa rejection.

Overseas Students Health Cover (OSHC)

International students studying in Australia must have private health insurance as a condition of a student visa. Overseas health cover (OSHC) fees (approximately AUD \$840 for 2 years) can be arranged independently or through LCAD at time of enrolment and paid to Medibank on your behalf. www.medibank.com.au

Academic Requirement

Academic entry level at LCAD must meet the requirements of the Immigration Regulation. LCAD is required that the International student has completed secondary studies equal to an Australian Year 12 (School Certificate) entry. LCAD is interested in hearing from students who might fall outside of this requirement.

Attendance

A requirement of your student visa and LCAD is that you are required to attend all of your classes and studio time 20 hours a week. The College will keep attendance records of all scheduled classes and if your attendance drops below 80%, the College will notify DIAC and your student visa may be terminated. If your attendance is not satisfactory you will be required to attend counselling. A doctors medical certificate is required if you are absent for more than two consecutive days. The College policy and procedures on attendance, course progress and intervention by the college staff are available on the website and/or from administration officer

Education Services for Overseas Student (ESOS)

*Prospective students wishing to study in Australia should consult the ESOS legislative Framework – “**The ESOS framework—providing quality education and protecting your rights**”. The framework is available electronically at www.studyinaustralia.gov.au/Sia/en/WhatToStudy/Vocation/ESOSFramework_pdf*

Change of Contact Details

As a requirement of your visa, international students must advise LCAD of any changes to their address or contact details within 7 days.

School Aged Dependents

All prospective students should be aware that if they have school-aged dependents coming to Australia with them, they would be required to pay full fees if they are enrolled in either a government or a non-government school

International Student Fee Structure

The fees below include a non-refundable application / administration Fee of AUD \$450.

Semester 1	AUD \$ 5,500
Semester 2	AUD \$ 5,500
Semester 3	AUD \$ 5,500
Semester 4	AUD \$ 5,500
COURSE TOTAL	AUD \$ 22,000

Optional Payment Method	Fees	Payment Due
Student starting the course	\$5, 500	1 st week of February or 1 st week of July if enrolling mid year
Or	Two term payments of \$2,800 through Pay Smart	
Or	Four monthly instalments of \$1420 through Pay Smart on the first of each month	
Currently enrolled students can continue their monthly Instalments through Pay Smart in semesters 2, 3 and 4		
Instalment Payments can only be paid through Pay Smart . The majority of institutions now safely use Pay Smart as the preferred method for student fees. They have a small set up charge of \$11 and \$2.95 per monthly instalment		

The college reserves the right to charge the course fee of the day if there are any changes to the course fee whilst the student is enrolled (normally there may be a small annual increase to fees). All fees are charged in Australian dollars (AUD). Payment can be made in person, by mail, email, direct deposit or telephone. We accept International Bank Drafts, Cash or Bank Cheque, Master Card, Visa and direct deposit through the internet.

Pay Smart

Is an Australian organisation that manages student fees for many Australian universities and institutions. It is very trustworthy and reliable. Please see www.ffapaysmart.com.au for details.

Late Payments

In the event that a payment is late by one week a 5% fee will be charged on the outstanding amount or overdue instalment. In the event that a payment is late by one month a 10% late fee will be charged. All costs in recuperating fees will be paid by the student.

Protection of Student Fees

Overseas Student Tuition Assurance Scheme (OSTAS). All students are protected under Australian consumer protection laws. LCAD is a member of ACPET, which is an organization that guarantees students will receive the education for which they have paid. www.acpet.edu.au

Material Costs:

Material and equipment requirements for the course will require students to acquire for first semester: A Painting kit - \$120. A Drawing kit - \$80, Sculpture kit - \$70, Studio kit - \$20, Digital kit - \$20. Further consumables may be required during the semester bringing the material costs to \$300. This figure may vary with variation of material prices and inflation/CPI. Material costs for semester 2 to 4 will be considerably less – approximately \$100-\$150 per semester. Please note that some students will make individual material choices with some of their project work during the course and may affect the above costs. The approximate total for material and equipment costs will be: AUD \$800

During the course students will be required to organize and produce and be part of 1 to 2 group exhibitions. The costs involved in having an opening, printing invitation cards, promotion, etc may cost up to \$40 per show for each student. Exhibition costs: AUD \$100

There are also optional overseas tours to New York and Venice, and projects in Clunes (country Victoria) of which costs are not included in the course fees.

Enrolment / Administration Fees:

- Covers the cost of all relevant Government Administration
- Secures your place in the course

Course Fee Include:

- Complete education, all times, products & equipment is provided there are no extra hidden costs.

Agents

BADA Education Centre

Attention: Jennifer Han
Address: Suite 202, Level 2, 630 St Georges St, Sydney 2000
Facsimile No.: 02 92672200 tel 02 9267 2777
Email: jennifer@badaedu.com

WAYOUT CONSULTING

Attention: Cem Altunkaynak
Address: Turkuaz Sit. A-24-A K 5 D 26 7-8. Kisim Atakoy Bakirkoy Istanbul Turkey PC: 34156
Facsimile No.: T: 902125609810
Email: info@wayout.com.tr

How to Apply to and Attend LCAD as an International Student

See attached Application Form

1. Carefully read all the International Student Information in this form
2. Forward to LCAD:
 - Filled in Application Form (see accompanying attachment)
 - Proof of English levels (details page 2)
 - Photocopy of applicants passport
 - A copy of your secondary school results (details page 3)
 - Examples of your most recent artwork (contact the college if this is not possible)

The college will then review the students application and artwork and if accepting this, will offer the student a place in the course (usually the college will get back within one week). The student will then:

3. Receive a Letter of Offer including and an Acceptance Agreement Form
4. Fill in and return the Acceptance Agreement Form with semester course fee of (which includes the AUD\$450 Application Fee) of AUD \$5,500 or AUD \$2800 if you are planning to pay by instalment.
5. On receipt of the Acceptance Agreement Form and payment plus proof of OS Health Insurance LCAD will issue you a CoE.
6. You can now apply for your Student Visa through Australian Immigration. You must have your CoE, Letter of Offer, Acceptance Agreement Form and receipt of OS Health Insurance.
7. Advise LCAD of your Visa confirmation as soon as possible
8. Organise accommodation (details page 2)
9. If possible prepare to arrive at least a week early for Orientation, purchase materials, meet teachers, receive timetables.
10. Attend first week of classes

Application Process in Detail

1. Carefully read all the International Student Information in this form. Contact or email the Course Coordinator, Bion Balding at if you need for more course information including whether there are available course places. Make sure you have the Application Form
2. Fill in the Application Form and submit it to LCAD by email or post. Please Include photographic or scanned examples of your artwork if you have any. This can be done by email if needed. Contact the college if this is not possible.

Course Applications
LaTrobe College of Art and Design
301-303 LaTrobe St Melbourne
VIC AUSTRALIA 3000

admin@latrobecollege.com.au

Deadlines for enrolments are normally one month before start of semester.

Places may still available after this date if the course is not filled.

Semester 1 entry is start of third week of February

Semester 2 mid year entry is first week of August

1. Once the college accepts the Application, a Letter of Offer is sent to the applicant along with an Acceptance Agreement Form. The student must carefully read the conditions, sign it and return it to LCAD along with payment for one semester.

The **Letter of Offer** will indicate your proposed entry level, title of course, CRICOS code, fees, provider code and commencement and completion dates.

2. Once LCAD receives the students signed **Acceptance Agreement Form** and course payment a Confirmation of Enrolment (eCoE) is posted or given to you.

Electronic Confirmation of Enrolment (eCoE)

An electronic Confirmation of Enrolment (eCoE) is the only accepted evidence of enrolment for processing your student visa application. Once you have enrolled and paid the fees, we send you eCoE to the local DIAC-DIAC office www.dimia.gov.au

3. The next step is to apply for a Student Visa. For information about student visas contact the Department of Immigration & Multicultural Affairs (DIAC) at www.dimia.gov.au or your local Australian Embassy. For further assistance you may wish to obtain advice from a professional student agency.
4. You will need the following information to apply for your student visa:
 - Letter of Offer
 - Confirmation of Enrolment (CoE)
 - Receipt showing you have paid your tuition fees
 - Valid passport
 - Proof of payment for OSHC (Overseas Student Health Cover) for 2 years
 - Evidence to show ability to cover cost of living expenses for the duration of the course.
5. DIAC will then process your student visa application
6. If an application is unsuccessful, all fees, with the exception of the Application & Administration Fee (AUD\$450) will be refunded to you.
7. You will need to advise LCAD when your visa application has been approved and any accommodation arrangements you might have made.
8. On your arrival to Melbourne, pick up at the airport can be arranged.
9. Orientation occurs a week before study starts. At this time students will meet other students, receive a list of required materials, receive timetables, discuss regulations, meet some of their teachers and be introduced to the course programs.

We also make sure that all matters relating to settling well in Melbourne are occurring.

Deferral of Commencement, Suspension of studies, Cancellation of Enrolment

- Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing or email to the college.
- The college may decide to accept an application for deferral of commencement or suspension of study on the following grounds:
 - On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class); or In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- fees for the semester cannot be refunded once the program has started and are required to be paid in full as pre-arranged. The college may arrange for another course if available, or deferral, to be provided to students as an alternative. Where the student agrees to this arrangement, the college will not be liable to refund the money owed for the original enrolment.
- The college charges its fees by semester only. The semester fees are consumed by the college prior to the semester beginning in establishing the program, teaching and related costs. Semester fees cannot be refunded once the program has started. See the below table for refunds

Enrolment / Application Fee	Non-refundable
Visa refused prior to course commencement	Full refund
Withdrawal at least 10 weeks prior to agreed start date	Full refund
Withdrawal at least 4 weeks prior to agreed start date	75% refund
Withdrawal less than 4 weeks prior to agreed start date	70% refund
Withdrawal after the agreed start date	No refund.
Visa cancelled due to actions of the student	No refund
Course withdrawn by College	Full refund
The College is unable to provide the course for which the original offer was made	Full refund
Visa extension is refused	Return of unused tuition fees*
Withdrawal from study - current students	No Refund of current semesters fee. (Notification of Withdrawal from Studies form must be received by the College 2 weeks prior to term commencement)

- The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. In cases where the college has assessed that the student is at risk, the college will implement its student intervention policy and procedure. This policy will give the student the opportunity to consult with college staff and seek assistance in determining future directions the student may want to take. The college student at risk policy and procedure is available from the administration officer and/or the website.
- Students must be informed in writing that deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIAC which may affect the status of their student visa. The College must also notify the Secretary of DEEWR through PRISMS of the student's deferral, temporary suspension or cancellation.
- If the College intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to the College as per the College's Complaints and Appeals process. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to DIAC. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating to the student's welfare. The College appeals policy and procedure is available from the Administration Officer and/or website.
- Student initiated deferral of commencement or suspension of enrolment cannot be granted retrospectively (after the event) or if the student without authorisation took it.
- If students have taken unauthorised leave for more than 5 consecutive days then they will be recorded as absent and reported to DIAC if their overall course progress falls below the College requirements.
- The minimum enrolment is for one semester. If after the student has commenced study they need or wish to defer or cancel their studies, the fees for that semester must be paid regardless.
- If a student defers/ suspends their study during a semester they must return at the beginning of the semester in which they left (this may include the following) and not at the point in which they left. Fees will be applied to any period that tuition had been taken. Fees will be calculated on a pro rata basis.
- If the student needs to leave or defer their semester with less than %25 of the semester remaining and wishes to complete their semester if possible, the Course Coordinator will make a judgement based on consultation with the student's teachers and with view to the students study history at the college. If further work is required by the student to complete each subject they may complete and submit it by distance (email or post). If elements of the students submission requires a teacher / assessor to monitor, communicate and assess outside of the teachers normal teaching load it is charged at \$120 per subject.
- Deferral is offered up to 1 year from the beginning of the semester in which they left.

Diploma of Visual Art course information

Sample of Training Plan & Course Hours Diploma of Visual Art 21885 VIC

				LCAD SUBJECT			CODE	CURRICULUM UNIT	Fine Art Contact Hrs	Fine Art Additional Hrs	Art & Design Contact Hrs	Art & Design Additional Hrs	
SEM 1					STUDIO A			CUVVSP36B	Research and experiment with techniques to produce paintings	45	45		
					PAINTING METH A			CUFSAF01B	Follow health, safety and security procedures	45	15		
					DRAWING A			See note in Drawing D		45	0		
					MULTIMEDIA IMAGING			CUVVSP13A	Research and experiment with techniques for digital image enhancement and manipulation	42	21		
					ART HISTORY MODERN			See note in Art History Contemporary		24	15		
Elect Choice	OR							VPAU013	Apply the Elements and Principles of Design			42	25
						DESIGN COMM							
				SCULPTURE			CUVVSP50B	Apply techniques to produce sculpture	45	23			
							CUVVSP51B	Produce sculpture					
SEM 2					PAINTING METH B			CUVVSP34B	Apply techniques to produce paintings <i>Must Complete PAINTING METHOD A & B to complete this unit</i>	45	15		
								VPAU010	Analyse and implement sustainable work practices				
					DRAWING B			See note in Drawing D		45	0		
					STUDIO B			CUVCRS11A	Select and prepare work for exhibition	45			
					DIGITAL VIDEO			VPAU024	Develop & Refine artistic Practice to Produce a Concept for Thematically Connected Digital Artwork	42	25		
					ART HISTORY CONTEM			VPAU011	Apply research and critical analysis to inform artistic and design practice. <i>Must Complete MODERNISM & CONTEMPORARY Art History to complete this unit</i>	24	15		
				STUDIO DEVEL A			PSPPM402B	Manage simple projects	42	21			
SEM 3					DRAWING & IDEAS C			See note in Drawing D		45	0		
					PAINTING METH C			See note in Painting Methods D		45	0		
					GALLERIES & EXHIB			CUSADM09A	Address legal and administrative requirements	28	28		
								BSBSBM403A	Promote the business				
					STUDIO PRACTI C			CUVCRS02A	Select sites and plan work	45	0		
								CUVCOR04A	Originate concept for own work and conduct critical discourse				
				STUDIO DEVEL B			VPAU026	Develop and refine artistic practice to produce a concept for thematically connected paintings	42	45			
Elect Choice	OR							CUVPHIO6A	Plan and carry out image capture in response to brief	42	21		
						PHOTO A							
							VPAU249	Produce and create graphics in response to a brief			41	40	
SEM4					STUDIO PRACTI D			VPAU014	Manage creative and professional self	45	0		
								CULMS008B	Conceive, develop and realise exhibition designs				
					PHOTO B			VPAU028	Develop and refine artistic practice to produce a concept for thematically connected photographic/ digital imaging artwork	42	22		
					STUDIO DESIGN			VPAU054	Produce a Concept from a Given Brief			42	25
				DRAWING & IDEAS D			VPAU012	Use adv drawing techniques to represent and communicate concepts <i>Must Complete DRAWING A, B, C, D to complete this unit</i>	45	12			
				STUDIO DEVEL C			VPAU027	Realise thematically connected paintings	42	60			
				PAINTING METH D			CUVVSP35B	Produce paintings <i>Must Complete PAINTING METHODS C & D to complete this unit</i>	45	0			
Semester structure 19-20 week semesters									Total hours				
Wk 1 Classes start									1338		1358		
Wk 9 Mid Semester Review/ Assessment													
Wk 10 Term Break - No Classes (If the term break is in second half of the year the break is for 2 weeks to allow for the NEW YORK TOUR)													
Wk 19 or 20 Assessment & Presentations. There are no set classes in the final week to allow for individual meetings with the student and teachers together. If the semester end is in the second half of the year there will be gallery presentations involving the students													
Semester Break - 4 weeks for mid year (JULY) or 8 weeks for end of year (JAN,FEB)													