## Orientation Program

International Orientation programs are specifically designed to help international students make a smooth transition to study in Australia. Orientation attendance is compulsory. Please ensure you check your Offer of Admission letter for the details of when your orientation program will be held for your course. Please make sure you arrive in Australia at least two days before the commencement of your Orientation program.

More information on page 18.

### ACADEMIC CALENDAR

[westernsydney.edu.au/international/important_dates](西部悉尼大学国际重要日期)]

#### WESTERN SYDNEY UNIVERSITY

**UNDERGRADUATE AND POSTGRADUATE PROGRAMS**

**Autumn session (March 2019)**
- Course start date: 4 March 2019
- Orientation date: 22 February 2019

**Spring session (July 2019)**
- Course start date: 22 July 2019
- Orientation date: 12 July 2019

**Quarterly Sessions**
- **Quarter 1 (January 2019)**
  - Course start date: 7 January 2019
  - Orientation: 4 January 2019
- **Quarter 2 (March 2019)**
  - Course start date: 1 April 2019
  - Orientation: 27 March 2019
- **Quarter 3 (June 2019)**
  - Course start date: 24 June 2019
  - Orientation: 19 June 2019
- **Quarter 4 (September 2019)**
  - Course start date: 16 September 2019
  - Orientation: 11 September 2019

#### WESTERN SYDNEY UNIVERSITY THE COLLEGE

**FOUNDATION STUDIES AND DIPLOMA PROGRAMS**
- Term 1: 4 March – 9 June 2019
- Term 2: 1 July – 6 October 2019
- Term 3: 28 October 2019 – 9 February 2020

**ACADEMIC ENGLISH FOR TERTIARY STUDIES**
- 11 February – 19 April 2019
- 23 April – 28 June 2019
- 8 July – 13 September 2019
- 16 September – 25 November
- 22 November – 14 February 2020
*Denotes periods where the Christmas break is in effect: 21 December 2019 to 5 January 2020

**ADVANCED ACADEMIC ENGLISH SKILLS**
- **Module A: Reading and Writing**
  - 7 January – 15 February 2019
  - 23 April – 31 May 2019
  - 3 June – 12 July 2019
  - 14 October – 22 November 2019
  - 6 January – 14 February 2020

- **Module B: Listening and Speaking**
  - 3 June – 28 June 2019
  - 25 November – 20 December 2019

**MASTER OF TEACHING DIRECT ENTRY ENGLISH PROGRAM**
- 18 March – 7 June 2019
- 16 September – 6 December 2019
Congratulations and thank you for choosing to study at Western Sydney University.

You are now one step closer to experiencing world class education from some of the leading academics in Australia. You will learn from researchers whose ground-breaking work is recognised nationally and around the world, and from highly qualified lecturers who are passionate about teaching and learning excellence.

At Western Sydney University we are preparing the next generation of global citizens and change-makers. We prepare our students to go places and do great things in their community, their workplace and the world. A Western Sydney University education will give you the knowledge, practical skills and the real-life experience you’ll need for your future career, through work experience placements, internships and volunteering opportunities.

I encourage you to read this International Offer information carefully to see the excellent University services and facilities available to maximise your potential.

I look forward to welcoming you to Western Sydney University soon.

Monica Turvey
Associate Director, International Admissions
Western Sydney International
OUR CAMPUSES

Western Sydney University
BANKSTOWN
Located in Milperra, the Bankstown campus provides a warm, friendly, multicultural environment with modern, spacious buildings and landscaped gardens.

The campus is also home to The College, offering Foundation and Diploma programs.

**Top facilities:**
- Early Childhood Centre
- The MARCS Institute for Brain, Behaviour and Development
- Centre for Educational Research (CER)
- Psychology laboratories

CAMPBELLTOWN
The Campbelltown campus, located in the historic Macarthur region of south-west Sydney, offers a unique balance between city and rural lifestyles.

**Top facilities:**
- Purpose-built School of Medicine
- National Institute for Complementary Medicine (NICM)
- The UniClinic, a state-of-the-art clinical training facility for health science students
- Anatomy laboratories
- Nursing clinical practice unit

HAWKESBURY
Situated in Richmond in the Hawkesbury River Valley, north-west of Sydney, this stunning location at the foot of the Blue Mountains is an ideal place to study.

**Top facilities:**
- Food Processing Pilot Plant
- Dedicated Crime Scene House
- Nursing clinical practice unit
- Hawkesbury Institute for the Environment
- Animal Science facilities – including the reptile house and small marsupial house

LIVERPOOL CITY
Located in Macquarie Street in the heart of the Liverpool CBD, this purpose-built facility will service the needs of more than 1,000 students.

**Top facilities:**
- 3,000sqm campus
- High-quality, modern, technology-rich and highly-flexible space
- Whole floor library facility
- Home to Launch Pad smart business centre, which brings together government, corporate and University expertise and provides mentorship to start-ups and early stage businesses

NIRIMBA
Located in the Nirimba Education Precinct at Quakers Hill (Blacktown LGA), this leafy green campus is a learning hub with a host of local and international students ranging from high school to mature-age. The campus is also home to The College offering Foundation and Diploma programs.

**Top facilities:**
- Early Childhood Centre
- Tiered and flat-floored lecture theatres
- Well-resourced library
- Outstanding recreation facilities

PARRAMATTA
This campus offers a combination of heritage and contemporary buildings. The campus spans two sites in Rydalmere.

**Top facilities:**
- Institute for Culture and Society
- Nursing clinical practice unit
- Moot court
- Computing laboratories
- New Science and Psychology building
- New purpose-built production studio, design and creative arts facility
- New Engineering precinct
- Advanced Materials Fabrication and Characterisation facilities
- New Industrial Design Centre

PARRAMATTA CITY
State-of-the-art campus located in the heart of the Parramatta CBD at 169 Macquarie Street.

**Top facilities:**
- Sydney Graduate School of Management
- Brand new, purpose-built high-tech learning studios per level
- More than 120 student PCs available
- Collaborative and quiet study spaces
- Library hub
- Group study rooms with screen sharing and video conferencing
- Free shuttle bus to Parramatta South
- Launch Pad – technology business incubator

PENRITH
Located over three sites in Kingswood and Werrington, the Penrith campus is renowned for its state-of-the-art facilities and scenic grounds.

**Top facilities:**
- Centre for Infrastructure Engineering
- Mechatronics and Robotics facility
- World-class music facilities
- Home of the Solar Car and Formula SAE Racing Car projects
- Advanced Manufacturing and 3D Print Hub
- New state-of-the-art Library with world-class facilities
- Psychology clinics
- Launch Pad – technology business incubator

SYDNEY CITY
Located in the heart of the Sydney CBD, this new campus is close to transport, shops, cafes, bars, gyms and more.

The courses offered at Western Sydney University Sydney City Campus are delivered on behalf of Western Sydney University by SIBT (CRICOS: 01576G).

**Top facilities:**
- Brand new, purpose-built high-tech campus
- Small classes and a more personalised learning experience
- Flexible session dates
- Fast-track your degree
- Access to services and facilities at any Western Sydney University campus

**TIP:**
Visit westernsydney.edu.au/maps

SYDNEY OLYMPIC PARK
The Sydney Olympic Park campus is situated at Level 4.8 Australia Avenue, Sydney Olympic Park. Home to The College’s English Language programs, the Sydney Olympic Park campus is located just 20 minutes from the Sydney CBD and conveniently located next to Sydney Olympic Park train station.

**Top facilities:**
- English Language program
- English Test Centre (IELTS and Pearson testing)
- Collaborative learning spaces
HELPING YOU MAXIMISE YOUR CHANCE OF ACADEMIC SUCCESS

Western Sydney University offers support services to all students as well as extra services to international students to assist you achieve your personal, academic and ultimate career goals. You will have access to top class facilities to help you succeed in your studies.

The University provides a range of services and valuable information for all students. These include advice on careers, employment, learning skills, counselling, religious support and support for students with disabilities. westernsydney.edu.au/internationalstudentsupport

SERVICES FOR INTERNATIONAL STUDENTS

Student Central
This is your first point of contact for information, forms, advice and referrals to other services. You will have direct access to a dedicated Student Enquiry and Information Services International Liaison Officer located at Student Central. The Student Enquiry and Information Services International Liaison Officer helps international students with enquiries in regards to student visas, overseas student health cover, enrolment, admission and the provision and lodgement of forms. westernsydney.edu.au/studentcentral

Student Welfare Service
The Student Welfare Service provides welfare and support to all international students. The Student Welfare Service operates on all campuses and has professionally trained staff to help students work through the unexpected problems that can arise. The Student Welfare Service provides advice on financial assistance, accommodation and health related issues and can also assist with student advocacy needs. In addition, international students can get advice regarding study and enrolment changes and how this may affect their visa. The Student Welfare Service also acts as a referral service to external agencies. westernsydney.edu.au/welfare

THE INTERNATIONAL ACADEMIC PREPARATION PROGRAM

To support you in adjusting to a university learning environment, new international students are invited and encouraged to attend a free two–day International Student Preparation Program which is especially designed for international students.

It will assist you in your transition to the Australian university setting giving you valuable information and hands-on practical experience of:

- Australian academic culture
- tutorial participation and working in groups
- time and stress management
- forms of assessment
- assignment preparation
- academic writing
- rules of plagiarism.

Register for this free course at Orientation.

SERVICES AND FACILITIES
FINDING THE RIGHT HOME FOR YOU!

Western Sydney University offers a wide range of quality, fully furnished accommodation on each campus. Whether you’re looking to live in style or work to a budget, chances are we have something for you. Each Village site provides a self-catered independent living experience with support available 24 hours a day. Our Live, Learn, Grow residential life program ensures that there are plenty of opportunities to meet new people, support your studies and learn new skills. We’re the ideal place to relax with friends after a hard day of studying! Find out more about living on-campus at westernsydney.edu.au/village

Bankstown
At Bankstown we’ve got something for everyone, from quiet villas to brand new, modern apartments. While you’re here, check out our HUGE common area that we’re sure is the envy of all the other campuses!

Studying at Liverpool campus?
On campus accommodation is not available at Liverpool campus. However with public transport accessible between Bankstown and Liverpool, you may wish to consider living at Village accommodation on our Bankstown campus.

Apply online at: mystudentvillage.com/au/westernsydneyuv/bankstown

Campbelltown
At Campbelltown, you’ll enjoy a unique balance between city and rural. Located on a quiet campus with plenty of greenery, you’ll be walking distance from public transport and a large shopping centre. It’s the best of both worlds! The Campbelltown campus offers a choice of studios, apartments and townhouses just minutes from classes. Apply online at: mystudentvillage.com/au/westernsydneyuv/campbelltown

Hawkesbury
Situated amongst heritage buildings, extensive sporting facilities, farmland, orchards and vineyards, the Hawkesbury campus really is a beautiful place to live. We’ve got a choice of villa, lodge and townhouse-style accommodation, as well as a swimming pool to help you cool off in summer! Located only 25 minutes from the Penrith campus, the Hawkesbury village provides a great alternative for Penrith students who want to live in a charming semi-rural landscape. We’ve made it even easier with the introduction of a free shuttle bus between the Penrith and Hawkesbury campuses. Apply online at: mystudentvillage.com/au/westernsydneyuv/hawkesbury

Nirimba (Blacktown)
The Nirimba village has a small, close-knit community of residents from all over the world. With only 60 residents, we offer friendly villa and lodge-style options with plenty of opportunities to get to know your neighbours! Apply online at: mystudentvillage.com/au/westernsydneyuv/nirimba

Parramatta
The Parramatta campus offers a choice of stylish one to eight bedroom apartments. Throw in a swimming pool, outdoor workout station, BBQ area, student lounge and TV room and you’ve got on-campus living sorted! Apply online at: mystudentvillage.com/au/westernsydneyuv/parramatta

Penrith
From townhouses to modern studios and apartments, we’ve got something to suit all budgets. We’re a short walk from the main academic area of the campus, which means you can wake up and be in class in minutes! Apply online at: mystudentvillage.com/au/westernsydneyuv/penrith

All Western Sydney accommodation is managed by student accommodation specialists, Campus Living Villages (CLV).

LIVING OFF CAMPUS

The Western Sydney region has a vast range of affordable apartments and share housing options. If you are interested in living close to the campus, but not on campus, check out popular real estate listing websites in Australia, including:

→ domain.com.au
→ realestate.com.au

Note: these sites are not run by the University.

HOMESTAY

A homestay with an Australian family could also be a suitable option. You get to experience Australian culture and it can help you settle in quickly, providing the opportunity to participate in the daily routine of an Australian family and to practice your English language skills. Single or shared rooms are available and your homestay family provide you with meals. Your bedroom will be furnished with a bed, desk, wardrobe and heating. Sheets and blankets are also provided.

TIP: Book your university accommodation early to avoid disappointment.
UNDER 18 – ACCOMMODATION

All students under 18 years of age are required to live:

a) with their parent or legal guardian;

b) with a suitable relative whom the parent or legal guardian nominates; or

c) under an accommodation and welfare arrangement approved by the University.

Where a student chooses option 3c above, i.e. a University approved accommodation and welfare arrangement, the University will be responsible for issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Accommodation Arrangements approved by the University

To enable the University to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW), the student must reside with a homestay family arranged by one of Western Sydney University’s approved Homestay Providers:

→ Global Experience

→ Homestay Network

The parent/guardian must provide evidence to the University that they have entered into an accommodation agreement with the homestay provider which sets out the specific accommodation arrangements to be provided to the student for the duration of the agreement. The accommodation agreement must begin no later than the commencement date shown on the student’s Confirmation of Enrolment, and remain in place for the duration of the student’s enrolment plus seven days, or until the student turns 18 years of age, whichever occurs sooner.

Homestay involves living with an Australian family. On each weekday, your Homestay family provide you with two meals, and on weekends you receive three meals a day. Single or shared rooms are available. Your bedroom will be furnished with a bed, desk, wardrobe and heating. Sheets and blankets are also provided.

AIRPORT PICKUP

The University offers a free airport pick-up service for international students commencing study at Western Sydney University for the first time in an undergraduate, postgraduate, research or exchange and study abroad program. The service provides you with transportation from Kingsford Smith International Airport (Sydney) to the University campus accommodation at which you will be staying.

Students studying a pathway program (English, Diploma or Foundation Studies) at Western Sydney University The College (Bankstown, Nirimba, and Penrith campuses) are also eligible.

Students studying at Western Sydney University International College (Parramatta City campus - 100 George St, Parramatta) will be required to make a payment of up to $160 (fee will depend on the campus drop-off location) to use this service. A quote will be provided to you upon submission of the online form.

To arrange an airport pick-up please complete the online request form at westernsydney.edu.au/airportpickup

AIRPORT TRANSPORT SERVICES

Sydney’s Airport Link Rail Service offers a direct link from Sydney Airport to Sydney’s Central Station, with trains running every 10-15 minutes. From Central Station, you can catch a train to a station near your campus.

A range of bus, taxi services and other transfer services are also available at Sydney Airport. For more information, visit sydneyairport.com.au
THINGS YOU SHOULD KNOW

PREPARATORY ENGLISH LANGUAGE
If you enrol in an English Language program you must ensure that you complete your English Language program before commencing your studies at Western Sydney University. All results must be submitted to Western Sydney University International before you commence your studies.

ADVANCED STANDING (ACADEMIC CREDIT)
Advanced Standing is recognition of prior learning in terms of experience and/or prior studies.

Please apply as early as possible to enable sufficient time for assessment of your previous studies.

Make sure you include any academic transcripts and awards not already provided with your original application for admission. All documents must be originals or certified copies and translated English versions must be included. If Western Sydney University does not have an agreement or articulation in place with the institution where you studied, you should provide either a copy of the related subject outline or a web link to assist with assessment of your application. You can upload your documents directly to the online application portal.

If your application for Advanced Standing is successful, you will receive a revised offer letter.

FAMILIES
Students wishing to bring children and/or their spouse (dependants) will need to consider:

- visas
- health cover
- schooling

School-age dependants
All school-age dependants must attend school in NSW. Please note that school fees will apply to all school-age children.

schools.nsw.edu.au/gotoschool/intnl_students/index.php

GUARDIANSHIP
When a student is under 18 years of age, a responsible adult must be nominated to supervise that student during their stay in Australia. The nomination of a responsible guardian ensures that the student is properly cared for until they are 18 years old.

westernsydney.edu.au/under_18_admission

OVERSEAS STUDENT HEALTH COVER (OSHC)
Overseas Student Health Cover is compulsory for student visa holders. You will need to purchase OSHC for the proposed duration of your student visa and include this payment with your tuition fees when accepting an offer of study at Western Sydney University. The following cover types are available:

- Singles: covers only the valid student visa holder
- Dual family: covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependant children
- Multi- family: covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependant children.

oshcallianzassistance.com.au

health.gov.au/internet/main/Publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1#insurersofferoshm

TIP: If you need academic preparation or more English, The College can help you!
westernsydney.edu.au/thecollege

APPLY FOR YOUR STUDENT VISA
You must obtain a student visa before you come to study in Australia. The University will issue a Confirmation of Enrolment (COE) which you must use to apply for your visa.

Please make sure you allow plenty of time for your visa application to be processed by Australian immigration authorities so you arrive on time for Orientation at the University.

You will need permission from the University if you wanted to transfer to another education providers in the first six months. You will be required to apply for a new student visa if you change to a lower education level course at any time (Bachelor’s to Diploma or Certificate, Master’s to Bachelor, etc.).
READ AND MAKE SURE YOU UNDERSTAND THE FOLLOWING

ORIENTATION PROGRAM START DATE
The University offers compulsory Orientation programs (see page 18). Please ensure you check your offer letter for details about your International Orientation program and make sure you arrive in Australia at least two days before the commencement of Orientation.

FIRST DAY OF CLASSES AND LATE START
Western Sydney University classes begin on the date specified on your offer letter. If you are unable to start on the date specified in your offer letter you must apply in advance to receive written permission from Western Sydney University International to begin your program late. You must email the admissions officer listed on your offer letter and explain your reason for the request. If you have not received written approval for a late start from the University you should not leave your home country. Please allow 48 hours from request for a response from the University.

NOTE: Requests for approval for a late start will NOT be considered if lodged after TUESDAY before the first day of classes.

NOTE: Applicants for the Bachelor of Nursing (Graduate Entry) are not able to start at a later date. Bachelor of Nursing (Graduate Entry) students start in the first week of January.

PAYMENT OF TUITION FEES OBLIGATION
The fees listed in your offer letter are variable and are subject to change without notice on an annual basis.

ADDITIONAL FEES AND COSTS
Annual tuition fees only cover the cost of your tuition. They do not include other expenses associated with university study such as accommodation, books, equipment, photocopying, printing, stationery and living expenses.

Some courses will have additional compulsory costs as a requirement for completion of units in the course. For example, nursing students will be required to obtain a current First Aid certificate and will have extra costs such as immunisations and a Lab Pack.

Make sure you find out what additional costs you’ll have while studying at Western Sydney University.

Western Sydney University
westernsydney.edu.au/fees

PROGRESSION AND ATTENDANCE
As a condition of your visa, you must satisfy course progression, attendance and participation requirements and maintain a valid enrolment for your course. If your progress is less than satisfactory, or results in a suspension or exclusion from the University, your student visa will be impacted.

For additional information, visit westernsydney.edu.au/international/academicprogress

ELICOS and Foundation Studies course have additional attendance requirements.
westernsydney.edu.au/thecollegestudents/westerncentral/faqs/continuing

The University monitors the academic progression of all students to ensure you pass enough units to progress to graduation. Progression identifies poor academic performance while also giving you an opportunity to address your performance and seek counselling advice.

For additional information, visit westernsydney.edu.au/international/academicprogress

Completing within visa grant period
For student visa holders, the expected completion time is the end of their Confirmation of Enrolment, issued by the University for student visa purposes. Enrolling in less than a full-time study load will require permission from the university in most cases. Visa extension without such permission may be refused.

More information on completing within visa grant period: westernsydney.edu.au/about_uws/leadership/governance/education_services_for_overseas_students_esos/intervention_strategy

EXCLUSION
Students who do not meet the University’s academic progression requirements may be excluded from study. Being excluded means that you cannot study at this University for a period of time because your academic progress has not been satisfactory. It is reported to Immigration as a breach of student visa conditions and can result in visa cancellation.

For additional information, visit: westernsydney.edu.au/currentstudents/current_students/exams/progression/progression_rules

LEAVE OF ABSENCE
Leave of absence from study will only be granted in compassionate or compelling circumstances that prevent you from attending classes. If you are granted a leave of absence your student visa may be impacted and you may need to apply for a new student visa to remain in Australia to complete your course.

westernsydney.edu.au/internationalstudentsupport
ASSESSMENT TASKS
Your assessment tasks may include written assignments, oral presentations and exams as well as individual and group work. For information visit: westernsydney.edu.au/international/home/study_and_life/study_and_life_at_uws/academic_information

LECTURES
Lectures form a large part of your study at university. Some lectures are held in lecture theatres with many students, others are in smaller classrooms. Lectures may include online and audio visual technology.

TUTORIALS
Tutorials are a period of class time in addition to lectures. They can be a laboratory or practical session. They usually comprise a smaller number of students (15 - 35). You will have to register for your tutorial times before classes commence and are required to attend. Some units may have no tutorials.

STUDENT (WORK) PLACEMENTS
Your course may provide compulsory and assessable work experience placements, internships and volunteering opportunities to get the practical skills and knowledge that you need for your future career. Ensure that you consult your course guide or speak to your Director of Academic Programs in your School for more information.

Check the Student Placement Policy at: westernsydney.edu.au/policy
To undertake these placements, there may be special requirements you must meet depending on the course. These may include a Working with Children Check, National Police Check, Adult Vaccination Card and/or First Aid Certificate.

westernsydney.edu.au/specialrequirements

COMPLAINTS AND APPEALS
The University has a complaints and appeals process and treats each complaint seriously. If a problem arises, there are several options you should consider:
- Talk directly to the relevant person – the one who made the decision/whose behaviour caused the problem.
- Talk to the University Counselling Service.
- Contact the Complaints Resolution Unit: westernsydney.edu.au/complaints

VISA CONDITIONS
Student visas come with a number of conditions. It is important that you do not breach them so your visa will not be subject to cancellation.

Immigration publishes a comprehensive list of visa conditions: homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS)
The ESOS Act regulates the provision of education to overseas students in Australia. It covers the conduct of providers (universities, colleges, and schools), students and the various government departments involved. Its main purpose is to provide consumer protection for overseas students. Western Sydney University complies with the ESOS legislation requirements: westernsydney.edu.au/about_uws/leadership/governance/education_services_for_overseas_students_esos

The Australian Government reviews its Student Visa Program regularly. Please check the Australian immigration department website for updates: homeaffairs.gov.au/trav/stud

WORKING WHILE STUDYING
Your student visa for coursework studies comes with limited work rights (40 hours per fortnight when the course is in session).

Research students have unlimited work rights. Please note that you or your dependents must not start working before your course starts.

Familiarise yourself with your student visa conditions: homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

Fairwork ombudsman
If you become concerned about conditions in your workplace or require assistance with resolving workplace issues, contact the Fair Work Ombudsman on 13 13 94 (8am-5.30pm, Monday to Friday except public holidays). You can also access information about your employment rights and conditions from the Fair Work Ombudsman website: fairwork.gov.au
FOUNDATION STUDIES, DIPLOMA AND ENGLISH LANGUAGE PATHWAY PROGRAMS

Western Sydney University

The College (The College) and Western Sydney University International College (International College) offer students a pathway into a Western Sydney University degree.

As a student of The College or International College, you will be considered a student of Western Sydney University from day one of your studies. You will access Western Sydney University’s full suite of state-of-the-art facilities, including lecture theatres, science and computer laboratories, libraries, gyms, restaurants, as well as a full range of support services and social experiences.

WHAT IS A PACKAGED OFFER?

If you have received a conditional offer, you will need to satisfy conditions to meet the University’s entry requirements. To help you do this, the University may have issued you with a Packaged Offer to study at either The College or International College. Upon successful completion of your studies at The College or International College, you will be eligible for direct entry to Western Sydney University.

A Packaged Offer is a combination of courses at The College or International College (IC) with Western Sydney University (WSU):

1. The College English course + WSU degree
2. The College English course + IC or College Diploma + WSU degree
3. The College English Course + IC Foundation + WSU degree
4. The College English Course + IC Foundation + IC or The College Diploma + WSU degree
5. IC or The College Diploma + WSU degree
6. IC Foundation + WSU degree

An electronic Confirmation of Enrolment (eCoE) will be issued for each program of study you have received an offer. However, the benefit of being issued a packaged offer from the University is that you have the ability to apply for a single student visa to cover the entire duration of your studies in Australia.

Direct entry to Western Sydney University

Successful completion of a University Foundation Studies or Diploma/Bachelor program guarantees entry into a corresponding Western Sydney University undergraduate degree program.

Where a package includes English, no further external English test will be necessary before beginning your next course at The College, International College or Western Sydney University.

WESTERN SYDNEY UNIVERSITY

THE COLLEGE

Western Sydney University The College is wholly owned by Western Sydney University.

The College has over 20 years of experience in providing English and Academic Pathways Programs to domestic and international students. This experience enables The College to provide high-quality education opportunities, and our relationship with Western Sydney University allows us to leverage expertise and resources from the University. This is why students from around the globe rank The College and Western Sydney University as their preferred education destinations in Australia.

Academic Pathways Program

University Foundation Studies and Diploma programs are delivered at the Western Sydney University’s Bankstown, Nirimba and Penrith campuses.

Small class sizes and individualised attention from academic staff provide a well-supported environment for students to succeed in their tertiary studies.

We develop, design and deliver programs that support students to succeed in studying and in their chosen careers. As a result, there are high levels of satisfaction, retention and progression among students.

English Language Programs

English language programs are delivered from the University’s Sydney Olympic Park campus.

The College has a national and international reputation for excellence built on the results we deliver. A member of English Australia and University English Centres Australia (UECA), all of our English programs are accredited with TEQSA for the Australian Government (CRICOS Provider Code 02851G) which means we are licensed to teach English to international students. The College is also quality endorsed by NEAS (National ELT Accreditation Scheme).

All English Language programs are accredited courses that can give you the confidence and communication skills you need to meet the challenges of university study and attain a level of language proficiency required for entry to Western Sydney University.
Academic English For Tertiary Studies (CRICOS Code 082069M)

Academic English for Tertiary Studies has been specifically designed to develop ESL students’ English proficiency to enable you to communicate confidently, express ideas effectively and achieve rhetorical competence so that they attain a level of language proficiency corresponding to the standard required for entry to Australian tertiary educational institutions.

This course has five modules, English for Academic Purposes (EAP) 1 to EAP 5, catering for Pre-Intermediate to Advanced English level students. Each module consists of 10 weeks and includes 20 hours per week of face-to-face teaching.

- **EAP 1** – This course provides a bridge between general English skills and academic skills in reading, listening, speaking and writing. During the course, students will concentrate on basic grammar and sentence structure, leading to more complex texts.
- **EAP 2** – EAP 2 provides students with a foundation in academic writing, reading, listening and speaking skills through general coursework, oral presentations, factual reports and regular assignments.
- **EAP 3** – This level consolidates students’ understanding of a range of academic texts and builds on the skills developed in the EAP 2 course.
- **EAP 4** – EAP 4 extends students’ proficiency in academic English with opportunities to strengthen their language and critical literacy skills in preparation for tertiary study.
- **EAP 5** – EAP 5 allows students to further develop their language skills in academic writing, reading, listening and speaking to a competent level. It is excellent preparation for the university environment. Students who successfully complete EAP 5 do not need to take any further English language tests to gain entry to their study at Western Sydney University.

Advanced Academic English Skills (CRICOS Code 082209D)

This program has two components:

- **Module A: Reading and Writing**
- **Module B: Listening and Speaking**

Module A provides students with the intensive writing and reading practice they need. It is designed for students who either have IELTS (Academic) 6.5 or above but only a 5.5 in reading and writing, or need to polish their reading and writing skills before entry to tertiary studies.

Module B focuses on providing students with high-level spoken communication skills for work or further study. It is designed to help improve fluency, pronunciation and public speaking skills. It combines well with Module A.

Master of Teaching Direct Entry English Program (CRICOS Code 084618D)

This program is designed to provide an integrated skills program of listening, speaking, reading and writing to develop students’ English language proficiency to an overall 7.5 IELTS with a minimum of 8 in Speaking and Listening and minimum of 7 in Reading and Writing. The course incorporates practice in academic study skills and practice in language skills particularly pertinent to teaching in the Australian school sector.

Master Qualifying Program (MQP) and English Enhancement Program (EEP)

This is a pathway program to the postgraduate courses in Western Sydney School of Business. For students who have 6 IELTS only, they can study concurrent English (EEP) with their PQP program to complete both their English and academic requirements for Masters level study.

WESTERN SYDNEY UNIVERSITY INTERNATIONAL COLLEGE

Western Sydney University International College (International College) operates under a joint venture model between Western Sydney University and Navitas.

The joint venture was formed to bring together the strengths of Navitas, a publicly listed company with 20 years’ experience in recruiting and teaching international students, and Western Sydney University, combining operational and teaching delivery ‘best practice’.

University Foundation Studies and Diploma programs are delivered at the Western Sydney University’s Parramatta City campus (100 George St, Parramatta).

Highly-qualified academics provide individualised attention in small classes. Courses are accredited and quality assured by Western Sydney University to provide the best preparation for success.

Academic results are strong with average 2017 pass rates as follows:

- Diploma programs - 83%
- University Foundation Studies - 96%

International College students:

- enjoy university facilities and services including libraries, computer laboratories, recreation facilities, and on-campus accommodation
- benefit from studying in an affordable, safe and conveniently located area of Greater Western Sydney including educational, social and cultural attractions
- are culturally diverse, with international students from over 70 countries at Western Sydney University
- lead vibrant social lives through university student clubs and societies
- receive academic and personal support to reach study goals
- receive extra academic contact to fully develop an understanding of each course
1. ACTIVATE YOUR WESTERN ACCOUNT
Once you've accepted your offer, paid fees as outlined on your Offer of Admission letter, and received your confirmation of enrolment (eCOE), the next step is to activate your Western Account.

To activate your account, you'll need your Western Student ID, which you can find on your Offer of Admission letter.

Your Western Account gives you a username and password for your access to all our online services, including your student email, My Student Records (MySR – your online student record), the Library and more.

We send important information about your enrolment to your student email account, not by post, so it’s important that you check it often.

1. ENROLMENT STEPS
   1. Activate your WESTERN ACCOUNT
   2. Plan your course
   3. Login to MySR
   4. Complete the online steps
   5. Select and confirm your units
   6. Save your enrolment receipt and log out
   7. Register for your tutorials
westernsydney.edu.au/enrol

2. PLAN YOUR COURSE
The first thing you need to do is check the online handbook for information about the structure of your course and choose from available units. Your course may have a mixture of compulsory or core units that you have to enrol in, as well as optional units (elective units).

You can access the handbook at: westernsydney.edu.au/handbook

Once you've selected units, you can check your timetable to make sure none of your classes will clash. You can access the timetable at: tutorialregistration.westernsydney.edu.au/aplus/timetable/#subjects

Academic Information Sessions
These sessions offer you the opportunity to find out more about your course and receive assistance in selecting units of study. Academic staff have scheduled specific times to advise new students on their course during your Orientation program. The schedule will be provided to you on the day of Orientation.

More information
If you need more information or assistance contact Student Central, westernsydney.edu.au/studentcentral

Students enrolling in academic pathways programs (University Foundation Studies or Diploma) offered by International College can seek advice from Student Services on level 4 at Parramatta City campus (100 George St).

Advanced Standing
Advanced Standing is recognition of prior learning in terms of experience and/or studies. If you have completed studies at another recognised institution, you may be eligible for Advanced Standing for that study. Credit is generally assessed on an individual basis at the time of application for admission to the University, and is based on evidence.

If you wish to be considered for Advanced Standing:

a) prior to enrolment in your course
   - contact International Admissions at apply@westernsydney.edu.au

b) after enrolment but prior to the census date of your course
   - apply online via eForms at westernsydney.edu.au/currentstudents/current_students/enrolment/advanced_standing

3. LOGIN TO MYSTUDENTRECORDS (MYSR)
Once you know which units you will enrol in, you can log into MySR to start the enrolment process.

MySR can be accessed at: mysr.westernsydney.edu.au/connect/webconnect

This page will display the steps you need to follow to complete your enrolment. If you are accessing MySR from home, you need to be aware that:

- MySR uses pop-up windows. Please ensure your settings are updated and pop up blocker is turned off for MySR.
- You need to have Javascript installed on your computer to use MySR.

Help using MySR is available online at: westernsydney.edu.au/mysrhelp
4. COMPLETE THE ONLINE ENROLMENT STEPS
You must complete all required forms and steps in order in MySR: Confirm your Details, Surveys & Requirements, Government Forms, Choose Specialisations and Units.

5. SELECT AND CONFIRM YOUR UNITS
You choose your units by adding them to your ‘cart’. Make sure you are adding all of the units you intend or are advised to study for the full year. Some students may find core units already listed, and will only need to confirm their enrolment in these. Other students will have to add all their units by entering the code in the ‘Unit Code’ field. Make sure you remember to click ‘Proceed to checkout’ and then ‘confirm’ or your enrolment won’t be completed.

If you need help to enrol, you can contact Student Central.

6. SAVE YOUR ENROLMENT RECEIPT AND LOG OUT
Once your enrolment has been completed, a receipt of your enrolment will be displayed. Please save and/or print a copy for your records.

7. REGISTER FOR YOUR TUTORIALS
Once you’ve enrolled, the final step is to register for your tutorials. This is a separate online process through a system called Allocate+. For each unit you’ve enrolled in, you’ll need to register your preferred times for every lecture, tutorial or practical class in that unit.

You can find more information about tutorial registration at: westernsydney.edu.au/tutorialregistration

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Starting an undergraduate or postgraduate degree?
The Starting at Western Sydney University website has everything you will need to know to succeed at uni. It’s got information about enrolment, orientation, finding your way around campus and much more. westernsydney.edu.au/starting

Completing a Foundation, Diploma or English pathways program?
Check out The College website at westernsydney.edu.au/thecollege/study_with_us/student_support

Are you commencing an English language program?
The enrolment process for students enrolling in English language programs at Western Sydney University The College is organised by Student Central. On your first day, please go to Student Central who will assist you to enrol in your program.

TIP: Are you enrolling directly into an undergraduate (eg. Bachelor) or postgraduate (eg. Master) program? Try and complete as much of your enrolment before attending Orientation. If you can’t complete enrolment, check out the Academic Information Session schedule that will be held at Orientation.

If you need help, call Student Central at any time by calling 1300 668 370 (from within Australia) or +61 2 9852 5656 (from overseas). Alternatively, you can email studentcentral@westernsydney.edu.au – just remember to use your student email account to do this.

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Starting at Western Sydney University website: westernsydney.edu.au/starting

Completing a Foundation, Diploma or English pathways program website: westernsydney.edu.au/thecollege/study_with_us/student_support

Are you commencing an English language program website: westernsydney.edu.au

TIP: Are you enrolling directly into an undergraduate (eg. Bachelor) or postgraduate (eg. Master) program website: westernsydney.edu.au

If you need help, call Student Central at any time by calling 1300 668 370 (from within Australia) or +61 2 9852 5656 (from overseas). Alternatively, you can email studentcentral@westernsydney.edu.au – just remember to use your student email account to do this.

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TIP: Are you enrolling directly into an undergraduate (eg. Bachelor) or postgraduate (eg. Master) program website: westernsydney.edu.au

If you need help, call Student Central at any time by calling 1300 668 370 (from within Australia) or +61 2 9852 5656 (from overseas). Alternatively, you can email studentcentral@westernsydney.edu.au – just remember to use your student email account to do this.
Starting studies at a university is exciting. Studying in another country is exceptional: a new environment, new faces, and a new way of learning. At Western Sydney University, we strive to play a key, supportive role in your academic growth. Our Orientation program will help you in your transition to university – and to a new chapter in your life.

Orientation is compulsory for all international students.

Orientation introduces you to the University and key staff members, and provides you with crucial information and advice that will assist you in adjusting to the living and learning environment of the University. You will also receive academic advice about your course and support in how to enrol in the correct units of study and how to obtain your class timetable.

Orientation is the time to ask all your questions, meet other students, and have fun.

**ORIENTATION CHECKLIST**

YOU WILL NEED TO BRING THE FOLLOWING ON THE FIRST DAY OF ORIENTATION:

- Offer letter
- Confirmation of Enrolment
- Photocopy of passport
- ALL relevant original certificates and transcripts from previous courses (if applicable) AND one set of photocopies of these documents for Western Sydney University undergraduate and postgraduate provisional and conditional offers.
- Tuition fee payment (ONLY if making payment on the day) – only a credit card or cheque is accepted

**TIP:** Please ensure you check your Offer of Admission letter for specific details about your International Orientation program and make sure you arrive in Australia at least two days before Orientation.

**ORIENTATION FOR WESTERN SYDNEY UNIVERSITY STUDENTS**

**Autumn and Spring Session**

The International Orientation program for students directly enrolling in undergraduate (Bachelor) and postgraduate (Masters, Graduate Diploma or Graduate Certificate) takes place 10 days before classes commence. International Orientation is hosted at the University’s Parramatta South campus. Students studying at other Western campuses are able to register for a free shuttle bus service from their home campus to Parramatta South campus. The day commences at 9am and concludes at approximately 4pm.

**TIP:** For information on how to travel to Parramatta South campus or how to find your way around campus, visit our campus map page: westernsydney.edu.au/campus

**Quarter Intake Session**

Students enrolling in postgraduate business programs offered by the Sydney Graduate School of Management (SGSM) must attend the SGSM Orientation program. The program is held at the Parramatta City campus (IPSQ, 169 Macquarie St, Parramatta) in the week prior to classes commencing.

Students enrolling in the Bachelor of Nursing (Graduate Entry) program are required to attend their orientation which is held in the first week of January prior to classes commencing.

For more information visit westernsydney.edu.au/international/orientation

**ORIENTATION FOR ACADEMIC PATHWAYS PROGRAM STUDENTS**

Students enrolling at The College should attend the orientation session at their campus of study (either Bankstown, Kingswood, or Nirimba).

Students enrolling at International College must attend the orientation session at Parramatta City campus (100 George St, Parramatta).

For more information and to register, visit westernsydney.edu.au/thecollegestudents/westerncentral/student_support2

**ORIENTATION FOR ENGLISH LANGUAGE PROGRAM STUDENTS**

Orientation for English students starts at 9:00am on the first day of your course at Sydney Olympic Park campus.

For more information and to register, visit westernsydney.edu.au/thecollegestudents/westerncentral/student_support2
HELPFUL LINKS

Western Sydney International
westernsydney.edu.au/international

Pathways Program
westernsydney.edu.au/thecollege

Western Sydney Campus Information
westernsydney.edu.au/campuses

On-Campus Accommodation
westernsydney.edu.au/international/accommodation

Airport Pick Up
westernsydney.edu.au/airportpickup

Student Support
westernsydney.edu.au/internationalstudentsupport

Student Central
westernsydney.edu.au/studentcentral

Public Transport Information
131500.com.au

Careers
westernsydney.edu.au/careers

Have fun – trips and tours
westernsydney.edu.au/campuslife

The Village
westernsydney.edu.au/village

Getting to Uni
westernsydney.edu.au/gettingtouni

Safety
westernsydney.edu.au/internationalsafety

Prepare to Arrive
westernsydney.edu.au/international/home/prepare_to_arrive/pre-departure

Study and Life
westernsydney.edu.au/international/home/study_and_life

Working in Australia
westernsydney.edu.au/workinginaustralia

Education Services for Overseas Students
westernsydney.edu.au/esoos

Visa Conditions
westernsydney.edu.au/studentvisa

Study Requirements
westernsydney.edu.au/international/studyrequirements

Overseas Student Health Cover
westernsydney.edu.au/international/healthcover

Living Costs
westernsydney.edu.au/international/costofliving

NOTE: Western Sydney University is a multi-campus institution. The University reserves the right to alter the location of its courses between campuses and other locations as necessary. Students should be aware of the possibility of change of location for the whole or part of a course for which they enrol and should plan for the need to travel between campuses.

Western Sydney University Enterprises Pty Ltd, trading as Western Sydney University The College, is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Provider Number 02851G. It is a wholly owned entity of Western Sydney University.

Western Sydney University International College is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Provider Number 03663C.

The courses offered at Western Sydney University, Sydney City Campus are delivered on behalf of Western Sydney University by SIBT (CRICOS 01576G). For more information please visit westernsydney.edu.au/city/about/western

The Academic Pathways Program is delivered by Western Sydney University International College and Western Sydney University The College under arrangement with Western Sydney University.
FEES AND REFUND AGREEMENT
(EFFECTIVE 1 JANUARY 2017)

PART 1 – SCOPE, PURPOSE AND DEFINITIONS

SCOPE AND PURPOSE

1. The terms and conditions of this Agreement apply to all international students who:
   1.1. accept an offer of enrolment to a course of study at Western Sydney University (the University); or
   1.2. are enrolled in a course of study at the University.

2. This Agreement applies to courses registered with CRICOS by the University (CRICOS provider number 00917K) and which are delivered by the University or its partner institutions.

3. This Agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia’s consumer protection laws (ESOS National Code, Standard 3.2.d) as well as your right to pursue other legal remedies.

4. This Agreement should be read in conjunction with:
   4.1. ESOS Legislative Framework (click here to view or download);
   4.2. The University’s obligations under the Simplified Student Visa Processing framework;
   4.3. The following University policies (click here to view or download):
      - Admissions Policy;
      - Enrolment Policy;
      - Student Fees Policy; and
      - Progression and Unsatisfactory Academic Progress Policy.

5. This Agreement is provided in accordance with the ESOS Act and the ESOS National Code.

DEFINITIONS

6. For the purpose of this Agreement, the following definitions apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed starting period</td>
<td>The first day of a course shown on the CoE. The first day of any subsequent teaching session. If a student is unable to start on the agreed starting day due to circumstances beyond their control and notify the University in writing, a new agreed starting day may be negotiated. The University will inform the student in writing of a new agreed starting day in such circumstances. NB: This definition is the equivalent to the “agreed starting day” for the purpose of the ESOS Act.</td>
</tr>
<tr>
<td>Census date</td>
<td>The official deadline for finalising enrolment for the teaching session. The census dates for all teaching sessions are available here.</td>
</tr>
<tr>
<td>Commencing student</td>
<td>A student intending to enrol in a course at the University in their first teaching session. NB: A commencing student may also be either an “intending overseas student” or an “overseas student” for the purpose of the ESOS Act.</td>
</tr>
<tr>
<td>Confirmation of Enrolment (CoE)</td>
<td>The CoE provides evidence of a student’s enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before DIBP will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.</td>
</tr>
<tr>
<td>Continuing student</td>
<td>A student enrolled in a course at the University who has completed at least one teaching session of study and who is eligible to continue into a subsequent teaching session and who meets the enrolment requirements of clause 16 of the Enrolment Policy. NB: This definition is the equivalent to the “overseas student” for the purpose of the ESOS Act.</td>
</tr>
<tr>
<td>Course commencement date</td>
<td>The agreed start day of a course or session. The day when the course of study starts as identified as the “proposed start date” on your CoE. The dates for all teaching sessions are available here.</td>
</tr>
<tr>
<td>CRICOS</td>
<td>The Commonwealth Register of Institutions and Courses for Overseas Students.</td>
</tr>
<tr>
<td>Deferment</td>
<td>An Agreement between the student and the University permitting the student to commence a course of study after the due date shown on the CoE.</td>
</tr>
<tr>
<td>Due date</td>
<td>The date that international fees are due to be paid. For each study session this is the advertised commencement date of the session. For a course, the due date is the proposed starting date shown on the CoE.</td>
</tr>
<tr>
<td>ESOS Act</td>
<td>Education Service for Overseas Students Act 2000 (Cth).</td>
</tr>
<tr>
<td>Exceptional circumstances</td>
<td>Circumstances that involve something exceptional, compelling or compassionate that has affected a student and the cause of which was outside the student’s control.</td>
</tr>
<tr>
<td>Full-time study load</td>
<td>Unless otherwise specified, 0.5 Equivalent Full-Time Student Load (EFTSL) or 40 Credit Points of study in a half calendar year or 20 credit points in a Quarter.</td>
</tr>
<tr>
<td>International Student</td>
<td>An international student means a student who is not:</td>
</tr>
<tr>
<td></td>
<td>➔ An Australian citizen;</td>
</tr>
<tr>
<td></td>
<td>➔ A New Zealand citizen;</td>
</tr>
<tr>
<td></td>
<td>➔ The holder of an Australian Permanent Resident Visa; or</td>
</tr>
<tr>
<td></td>
<td>➔ The holder of a permanent humanitarian visa.</td>
</tr>
<tr>
<td>Letter of Offer</td>
<td>A letter or email issued by the University which sets out the offer being made to a student, including but is not limited to an Offer of Admission, a Package Offer of Admission, or a Conditional Offer of Admission.</td>
</tr>
<tr>
<td>Non-packaged student</td>
<td>A student undertaking a stand-alone University course of study that is not part of a pathways package with Western Sydney College or any other provider.</td>
</tr>
<tr>
<td>OSHC</td>
<td>Overseas Student Health Cover.</td>
</tr>
<tr>
<td>Packaged student</td>
<td>A student who has accepted a Package Offer of Admission to undertake up to three preliminary courses packaged with a principal University course of study.</td>
</tr>
<tr>
<td>Preliminary course(s)</td>
<td>Courses undertaken by packaged students which are prerequisites to the principal course at the University. A separate CoE is provided for each preliminary course.</td>
</tr>
<tr>
<td>Principal course</td>
<td>The main course of study at the University for a packaged student, for which the CoE and student visa is issued.</td>
</tr>
</tbody>
</table>
PART 2 – ENROLMENT AND FEES

ENROLMENT CONDITIONS

7. As a condition of your enrolment at the University, you agree to:

7.1. Pay all your tuition fees in accordance with this Agreement or as directed by the University to maintain your enrolment and CoE.

7.2. Complete your enrolment by the agreed starting day for each of your sessions. You acknowledge that if you fail to do so, the University is required by law to notify the Department of Immigration and Border Protection (DIBP) by cancelling your CoE. This may lead to the cancellation of your student visa.

7.3. Commence your course of study on the commencement date set out in your Letter of Offer and CoE. You acknowledge that if you fail to do so and have not been approved for a deferment of your course of study:

– your offer of admission will lapse;
– your CoE will be cancelled;
– you may be required to lodge a new application for admission to the University; and
– you may incur additional fees.

7.4. Apply to International Admissions in writing no later than the census date if you wish to defer your studies and provide evidence of compelling or compassionate grounds for the deferral (National Code 13.2). In these circumstances, you agree to follow the procedure prescribed in the University’s Enrolment Policy and Admissions Policy.

7.5. Ensure that your study load in every teaching session will enable you to complete your course of study within your current visa period. The University may be unable to issue your CoE if you reduce your study load without approval.

7.6. Pay the tuition fees for any additional units studied (including units repeated) at the rate that applies when you enrol in these units.

8. If you are a continuing student but do not enrol in your compulsory study session by the agreed starting day you will be regarded as having abandoned your course. You acknowledge that in these circumstances the University is required to start a process that may lead to the cancellation of your CoE. The cancellation of your CoE may lead to the cancellation of your student visa by DIBP.

9. You accept and agree that the University reserves the right to discontinue or vary units, courses, announcements, or staffing at any time. You can view updated course and unit information in the online Handbook.

FEES

10. You accept and agree that all tuition fees must be received in Australian dollars, directly to the University. Important: Notwithstanding the definition of “tuition fees” under the ESOS Act, you must pay all tuition fees directly to the University. Please do not pay your tuition fees to anyone other than the University. If someone other than you is paying your tuition fees, it is your responsibility to ensure they make their payment directly to the University. Otherwise, you risk being a victim of fraud and you may not be able to recover those tuition fees. If anyone asks you to pay your tuition fees to anyone other than the University, please call or email Western Sydney International immediately for assistance.

11. It is your responsibility to pay your tuition fees on time in accordance with the due date set by the University.

12. The University may increase your tuition fees at any time, but generally increases apply from 1 January each year. You can view the annual international student tuition fee for each course at westernsydney.edu.au/international/fees.
Part 3 - Refunds

Overview

18. If you are eligible for a refund of any tuition fees paid to the University under this Agreement, you may apply for a refund by completing and submitting the Request for Fee Refund - International Students Only form to Fees and Student Finance.

19. Applications for refunds are assessed strictly in accordance with the terms of this Agreement.

20. If approved, refunds are paid in Australian dollars.

21. All withdrawals are subject to the prescribed University withdrawal timelines and penalties.

Refund Where the University Defaults or Offer is Withdrawn

22. In the unlikely event of a University default, or that your offer of a place is withdrawn, you are entitled to a refund of all tuition fees already paid but unused, unless:

22.1. you have withdrawn or discontinued prior to the day of the University’s default; or

22.2. you have accepted another offer in a University course of study; or

22.3. the circumstances specified in clauses 31 and 32 (No Refund) of this Agreement apply.

23. If the University offers you a place in another course of study, you may accept that offer, rather than apply for a refund. Any fees already paid including any deposit will be credited towards tuition fees payable for that other course of study.

Refund Before Student Visa is Approved

24. If your application for a student visa is rejected by DIBP, the lesser of $500 or 5% of unused tuition fees paid to the University will be retained and all other course fees will be refunded. If you have paid your OSHC directly to the University, the University will process your OSHC refund. Otherwise you will have to claim a refund directly from your OSHC provider.

25. If you withdraw your application for a student visa after you accept an offer from the University but before your student visa is granted, you may apply for a refund of all tuition fees paid except in circumstances specified in clauses 32 and 33 (No Refund) of this Agreement. The University is entitled to charge an administration fee of $AUD500 for processing your application. You authorise the University to deduct this amount from any tuition fees already paid.

You will be required to provide evidence of the withdrawal of your student visa application when you apply for a refund.

Refund Where Student Default

26. If you do not commence your course of study on the commencement date, and you have not previously withdrawn from your course of study with approval from the University, your CoE will be cancelled and your entitlement to a refund will be calculated in accordance with this Agreement, if you apply for one. For that purpose, the date of your withdrawal will be considered to be on the day of the course commencement date.

27. If you are a packaged student with an approved student visa and you withdraw from your course(s) of study, you are not entitled to a refund of your deposit for the principal course. You may be entitled to a refund of some of your unused tuition fees in your preliminary course(s) if you withdraw before the census date in any teaching session. The amount that the University may refund to you is determined by the notice period you give – see Summary of Refunds table attached.

28. If you are a non-packaged student with an approved student visa and you withdraw from your principal course of study before the due date of your first teaching session, you may be entitled to a refund of any unused tuition fees, except that the University will retain $AUD500 as an administration fee.

29. If you are a continuing student and you withdraw before the due date, you may apply for a refund of all unused tuition fees.

Refund Where Student Obtains Permanent Residency

30. If you are an international student who, after commencing your studies but before the census date for that teaching session, receives approval from DIBP to change your visa status to permanent resident, you may be entitled to a refund of fees in certain circumstances in accordance with the Student Fees Policy. Any entitlement to a refund will be calculated from the date that you inform the University of your change in status. Please note that the University cannot change your status to permanent resident after the census date under any circumstances.

No Refund

31. You are not entitled to a refund of any tuition fees if:

31.1. DIBP cancels your visa for any reason, including a breach of a condition of your visa.

31.2. Any documents or information submitted by you or on your behalf as part of your application for admission or your application for a student visa are, or later found to be, fraudulent;

31.3. You are suspended, excluded or expelled from the University following a finding of misconduct;

31.4. You withdraw from a course of study after the census date in any teaching session, including preliminary courses for packaged students;

31.5. Your enrolment is cancelled by the University due to your failure to pay your tuition fees by the due date (including if you are granted an extension of time);

31.6. You withdraw from a unit of study for which tuition fees have been paid, but without permission to reduce your study load, and then subsequently withdraw from a course of study.
32. As a packaged student, you are not entitled to a refund of any deposit paid for packaged courses except as set out in this Agreement.

UNUSED TUITION FEES
33. You may be entitled to a refund of any unused portion of paid tuition fees if:
   33.1. upon completion of the requirements of your course of study, you have a credit balance of tuition fees; or
   33.2. you fail to meet the University’s academic progression rules and are subsequently excluded from your course of study.

34. If you withdraw from a unit of study with the University’s approval before the census date, any portion of unused paid tuition fees will be credited towards another unit of study available in the same course. If you subsequently withdraw from your course of study, you will only be entitled to a refund if you first obtain permission to reduce your study load before withdrawing from the unit of study to which the credit applies.

35. If you are a packaged student and you do not successfully complete the entry requirements for the University component of your study package, you can apply for a deferred commencement for the next intake of the course of study. This will enable you to complete the preliminary course to satisfy the University entry requirements. You acknowledge that you cannot use the deposit applied to your principal course to cover tuition fees to satisfy entry requirements. Your non-refundable deposit will be held in credit and applied towards your principal course of study.

REFUND OF OSHC
36. You accept and agree that you must make your own arrangements to apply for a refund of any OSHC directly with the OSHC provider.

REFUNDS IN EXCEPTIONAL CIRCUMSTANCES
37. The University may consider an application for a refund in circumstances other than those set out in this Agreement only if you can demonstrate and provide evidence of compassionate or compelling circumstances beyond your control. For further guidance, see: National Code Standard 13.

38. The University reserves the right to require you to comply with its reasonable requests in relation to the provision of sufficient evidence to demonstrate exceptional circumstances. This may include, but is not limited to, attending upon any medical practitioner, counsellor or other health professional.

39. If your application for a refund in exceptional circumstances is refused, you may apply for a review of that decision to the Pro-Vice Chancellor (International) or their nominee.

SUMMARY OF REFUNDS OF TUITION FEES
(Refund Agreement clause reference in brackets)

<table>
<thead>
<tr>
<th>NOTICE OF RESIGNATION/WITHDRAWAL</th>
<th>AMOUNT RETAINED BY THE UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before a student visa is granted</td>
<td>Non-packaged students Packaged students non-TAFE NSW Packaged students TAFE NSW</td>
</tr>
<tr>
<td>Visa application is refused by DIBP</td>
<td>The lesser of $500 or 5% of unused tuition fees (clause 24)</td>
</tr>
<tr>
<td>Visa application is withdrawn before the visa is granted</td>
<td>$500 (25)</td>
</tr>
<tr>
<td>After a student visa is granted</td>
<td>Non-refundable deposit for the principal University course $5000 (28) $5,000 (27) $10,000 (27)</td>
</tr>
<tr>
<td>Refunds specific to Preliminary courses in a package</td>
<td></td>
</tr>
<tr>
<td>Notice of more than 4 weeks before commencement of the Preliminary course</td>
<td>NA 30% of pre-paid fees for that course (27) TAFE NSW refund agreement applies, please contact TAFE NSW for refund forms and procedures.</td>
</tr>
<tr>
<td>Notice of less than 4 weeks before the commencement of the Preliminary course</td>
<td>NA 60% of pre-paid fees for that course (27)</td>
</tr>
<tr>
<td>After the commencement date but before the census date</td>
<td>NA 75% (27)</td>
</tr>
<tr>
<td>Refunds relating to all courses as indicated</td>
<td></td>
</tr>
<tr>
<td>After commencing the second or subsequent study session of a course but before its census date</td>
<td>$0 (29)</td>
</tr>
<tr>
<td>After the census date of a course</td>
<td>All fees for that study session are retained. (31.4)</td>
</tr>
<tr>
<td>Admission was obtained on the basis of fraudulent or misleading documents or information</td>
<td>All prepaid tuition fees -31.2 – to be inserted into</td>
</tr>
<tr>
<td>Visa is cancelled</td>
<td>All fees are retained (31.1)</td>
</tr>
<tr>
<td>the University withdraws its offer or is unable to provide a course for which an offer was accepted</td>
<td>All unused tuition fees are refunded (22)</td>
</tr>
<tr>
<td>Student is excluded by the University</td>
<td>All fees are retained (31.3)</td>
</tr>
<tr>
<td>Fees in credit after course completion or early exit</td>
<td>All unused tuition fees are refunded (33.1)</td>
</tr>
<tr>
<td>Fees in credit for reduced study load units without the University’s approval</td>
<td>All fees are retained (34)</td>
</tr>
</tbody>
</table>