

LATROBE COLLEGE OF ART AND DESIGN

INTERNATIONAL STUDENT INFORMATION KIT

Welcome

Latrobe College of Art & Design (LCAD) welcomes students from all over the world. LCAD is an Australian government approved college delivering accredited Diploma and Advanced Diploma courses in Visual Art, Graphic Design and Photography to domestic and international students.

About the College

LCAD is a small, friendly college, established in Melbourne in 1995, leading the way in professional Visual Art, Design and Photography education, training and learning. We offer a specialised combination of theory and practical skills that encourage our students to be creative, innovative and to think 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 14 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.

College Location

The college location is at 138 Cromwell Street Collingwood, Victoria, Australia 3066. The telephone number 61 3 9495 6622. The web site is www.latrobecollege.edu.au and the email is admin@latrobecollege.edu.au

The college is a studio warehouse in the arts precinct of Collingwood, 2.5 km from the city centre of Melbourne. Collingwood is Melbourne's Art Precinct, 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. . Melbourne is generally considered the leading creative cultural centre in Australia.

Courses Available:

Course 1

CUA51115 Diploma of Visual Arts

Provider Code: 22248

CRICOS Course Code: 090447A

CRICOS Code: 03157K cricos.education.gov.au

1 year full-time.

Course 2

CUA50715 Diploma of Graphic Design

Provider Code: 22248

CRICOS Course Code: 080337A

CRICOS College Code: 03157K cricos.education.gov.au

1 year full-time.

Course 3

CUA60715 Advanced Diploma of Visual Art

Provider Code: 22248

CRICOS Course Code: 02522B cricos.education.gov.au

52 weeks, 1 year full-time.

1 years full-time. (applicants need to complete the Diploma of Visual Art first, unless they have this experience or qualification already)

Course 4

CUA50915 Diploma of Photography & Photo Imaging

Provider Code: 22248

CRICOS Course Code: 090483G cricos.education.gov.au

52 weeks, 1 year full-time.

1 years full-time.

When can you Apply

Trimester entry. There are three trimesters in a year period between February and December. Deadlines for enrolments are normally one month before start of trimester. Places may still available after this date if the course is not filled. The ideal entry time is the Autumn Trimester but students are able to easily enter in the other trimester periods. The below dates are based on the 2020 calendar. A one year qualification is 3 trimesters long.

- Trimester Autumn - ENTRY option is February 17 (trimester finishes May 8).
- Trimester Winter - ENTRY option is June 1 (trimester finishes August 21).
- Trimester Spring - ENTRY option is September 14 (trimester finishes December 4).

Holiday Breaks

There are 3 week breaks between trimesters. The Australian summer break, December to February, is 2.5 months long. There is also a 1 week break in the middle of each trimester.

Year Planner

The year study contact period is between February 17 and December 4.

Weekly Timetable

Contact the college for the latest weekly and trimester course timetable. Contact is normally 3 to 3.5 days per week.

How to apply

Course Applications are made directly through the college's web site at www.latrobecollege.edu.au

1. Carefully read International Student Information Kit kept on the college's website at www.latrobecollege.edu.au/policies-information.
2. If you are overseas please direct any questions to the Course Coordinator at admin@latrobecollege.edu.au
3. Complete the **Application Form** on the college's website, under student entry procedure.
4. Please scan and email to the college:
 - your passport page with photo of yourself.
 - your secondary school results or your highest education level (details further down)
 - examples of artwork that is yours that might include drawing or painting or photography or digital work or anything that represents your interests. We are still keen to talk to you if you have no artwork.

The following is also required but can sent before you start your classes:

- Receipt of your Overseas Student Health Cover. This must arranged before you enter Australia. The period of insurance should be for your whole course and until the time you leave. A length guide is 1 year for a Diploma and 2 years for the Advance Diploma.
- If English is your second language Proof of sufficient English language standard, IELTS 5.5, or equivalent, (see further down for details).

The college will then review the student's application 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:

5. Receive a Letter of Offer along with an attached Acceptance Agreement Form and Enrolment Details Form, and if you are under 18 you will need to complete the Younger Overseas Students Application.
6. Fill in and return the Acceptance Agreement Form with your enrolment deposit of \$1000 or an arranged instalment amount (see details below) to confirm your enrolment (the \$1000 deposit fee will be subtracted from the overall tuition fees).
7. Once the college receives an email copy of your signed Acceptance Agreement Form and payment you will be issued with a CoE (Certificate Of Enrolment) and, if you are under 18, a Confirmation of Appropriate Accommodation and Welfare letter (CAAW). You will need this to apply for your visa at Home Affairs, Australian Immigration.
8. There is a non-refundable General Service Fee of \$300 which is included in trimester fees. The balance of the trimester or instalment fee arrangement is due at Orientation usually 1 week prior to the beginning of classes.
9. To apply for your student visa you must have your CoE, Letter of Offer, Acceptance Agreement Form and evidence of your payment to the college to apply for your visa.
10. Advise LCAD of your Visa confirmation as soon as possible.
11. Organise accommodation (details page 2).
12. If possible prepare to arrive at least two weeks early for Orientation, purchase materials, meet teachers, receive timetables.
13. Attend first week of classes

Applying for your Student Visa in Australia

The next step is to apply for a Student Visa. For information about student visas contact the Department of Home Affairs at www.homeaffairs.gov.au or your local Australian Embassy. For further assistance you may wish to obtain advice from a professional student agency.

You will need the following information to apply for your student visa:

- Letter of Offer
- Confirmation of Enrolment (CoE)
- Copy of your Acceptance Agreement Form showing you have paid your tuition fees
- Valid passport
- Evidence to show ability to cover cost of living expenses for the duration of the course.
- Proof of sufficient English level (see details further down). This can be completed just prior to starting the course)

Arriving in Australia

On your arrival to Melbourne, pick up at the airport can be arranged. We will also check that all matters relating to you settling in Melbourne is occurring.

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 admin@latrobecollege.edu.au

Younger Students

The S23 Younger Overseas Students PP outlines LCAD policies and procedures with overseas students who have yet to turn 18. The policy is listed on the college's website www.latrobecollege.edu.au/policies-information.

Studying in Australia

Melbourne won **The Most Liveable City** in the world award for 7 years in a row, from 2011 to 2017 and second for the years 2018-19 (Economist Intelligence Unit's (EIU) Liveability Index). Australia also prides itself on having one of the highest quality education systems in the world and 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 the most livable city in the world (rated by the Economist). Melbourne is sophisticated and very safe and there are many and varied activities that are free or inexpensive for the budget conscious student.

www.melbourne.com.au

www.melbourne.vic.gov.au

www.visitvictoria.com.au

Melbourne has a very active art scene and is known for its rich cosmopolitan mix, excellent restaurants and bars. There is always a festival happening in Melbourne – the comedy festival, the arts festivals, the music festivals. The city has lots of beautiful old buildings but also many amazing modern buildings, and there are lots of trees and parks. It is very easy to use public transport in Melbourne. It is famous for its excellence in education with many high quality schools and universities with an international reputation so it is a great place to study and stay.

Cost of Living

This site will help you work out the cost of living in Melbourne, Australia as an international student.

<http://www.studyinmelbourne.vic.gov.au/life/cost-of-living>. The site will also help with all sorts of issues to money and accommodation.

Employment

Students on a student visa are permitted by the Australian Government to work up to 40 hours per fortnight during their course, and full-time or unlimited during the breaks. Students who choose to work are required to get permission to work included on their student visa. Many students find part-time work in retail, office administration, cleaning, tourism and hospitality. You can look for jobs currently available by visiting these websites and searching for jobs like shop assistant, department store staff, bartender, kitchen hand, waiter, cleaner, gardener, clerical assistant, babysitter, tutor, staff in fast food chains, supermarket staff, cinema staff etc. Go to www.homeaffairs.gov.au for more information.

Employment Rights

If the student feels they are not treated properly by their employer or they have workplace issues they cannot resolve, they can access the Fair Work Ombudsman (FWO). www.fairwork.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 (our apologies if any of the below links are broken as addresses change often).

Our preferred recommendation is to google your enquiry:

- 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.melbournestay.org
- *RMIT - Housing Advisory Service*
- www.rmit.edu.au/housing
- *Share Accommodation RMIT*
- www.share-accommodation.net
- *Rmit Student Accommodation*
- www.easyroommate.com
- *RMIT Village Old Melbourne*
- www.rmitvillageom.com.au

LCAD recommend students contact the following www.lestudent8.com, and 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. Transport is easy to the college via train, trams and buses. 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
- Ongoing student advice and support
- Working visa advice
- Individual consultation
- We are sensitive to individual religious & cultural needs
- Advice with gallery exhibitions with 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 Support 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 the English language. 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 another equivalent testing system. Applicants must show certified copies of IELTS certificates with enrolments forms, if English is their second language. To do an IELTS 5.5 test for English. Go to www.ielts.org, click on 'Find an IELTS test'. This will give you a list of countries that offer the test. Click on a country of your choice. It will give you a list of cities that the test can be taken in. The cost ranges for approximately \$150 to \$350 Aus for the test, depending on which country you are from.

Privacy of Information

Personal information about the student or teacher may be shared between LCAD, the appropriate Australian government authorities.

National Recognition

LCAD recognises 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 recognised through this National Recognition process.

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 a **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, if LCAD is delivering the exact same qualification.

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. Please see table below.

An **RPL Application Form** can be obtained from LCAD admin.

\$0	Students seeking RPL for study completed in earlier versions of the Diploma of Visual Art / or Graphic Design at LCAD in the last 8 years will be given RPL on application, if they are continuing their enrolment or returning to study at LCAD.	
\$225 per term or unit of study	Students seeking RPL for study undertaken or completed at LCAD prior to 8 years earlier and wish to re-enrol for study at LCAD.	
\$485 per unit of study	Students who Enrol to study at LCAD and who have completed part of a Diploma of Visual Art / or Graphic Design elsewhere in the past 8 years and wish to have that study recognised for RPL.	
\$685 per unit of study	For applicants who have not studied a Diploma of Visual Art / or Graphic Design and wish to have their current or past experience assessed for RPL towards units in the Diploma of Visual Art.	
Note	<i>Please note the above fees are per Unit of Study which are made up of single or clusters of Units of Competency from the qualification.</i>	
Note	<i>VFH is available for RPL for those that qualify.</i>	

Overseas students must be enrolled in 20 hours of course contact each week. RPL may reduce the length of your study visa. This decision will be made by the Department of Employment, Skills, Small and Family Business and you will be advised accordingly.

Expected Mode of Delivery

All classes are face to face on campus.

Third Party Arrangements

LCAD does not use or have third party arrangements.

LCAD will advise all students and incoming students if the college has any arrangements with 3rd parties delivering or assessing any study. LCAD is responsible for the quality of students study even if that study is being delivered by a Third Party.

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 education provider CRICOS registration. 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.homeaffairs.gov.au or contact your local Australian Embassy/Consulate.

Cancellation of Student Visa

At the beginning of the course if an application for a student visa is refused then all course fees will be refunded in full, less the \$300 Application Fee, provided that documentary evidence is supplied **within working 14 days** of visa rejection.

Overseas Students Health Cover (OSHC)

International students studying in Australia must (certain countries are exempt) have private health insurance as a condition of a student visa for the full 1 year of the course (2 years if student is enrolling in the Advanced Diploma of Visual Art). Overseas health cover (OSHC) fees can be arranged independently or through LCAD at time of enrolment and paid to Medibank on your behalf. www.medibank.com.au. Other suppliers are BUPA.

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 or demonstration of other experience, such as a folio of your own artwork. LCAD is interested in hearing from students who might fall outside of these requirements.

Attendance

A requirement of your student visa and LCAD is that you are required to attend all of your classes and studio time for 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 authorities 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 LCAD's website at www.latrobecollege.edu.au/policies-information.

Transferring from or to another Provider

International students are restricted from transferring between different providers prior to the student completing 6 months of their principal course unless they have obtained a Letter of Offer from the college they wished to change to and a COE cancellation document through PRISMS from their principle institution, determining that they agree to such a transfer.

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 <https://www.asqa.gov.au/cricos-registration/cricos-registration-overview/esos-framework>

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.

Student Records

Administration updates student academic records every trimester, with assessments being conducted each trimester that the student is enrolled.

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

Critical Incidents

A critical incident affecting a college is any event that causes a significant number of people to experience reactions that might be the result of a traumatic event, such as an accident, fire, serious illness or death involving a student or staff member or someone connected to the college. This might occur within or outside the college, such as an incident on an excursion. It is imperative that the Course Coordinator is immediately advised in any and all situations that might constitute a critical incident, which they will then initiate a series of steps dependent on the severity of the incident.

International Student Fee Structure 2020

Each Trimester Fee	3 trimesters per year	AUD \$5,490
Instalment Payment Option - 3 equal instalment payments each trimester, due on the first of the month		AUD \$1,830
Diploma of Visual Art	Course Total	AUD \$16,470 1 year
Diploma of Graphic Design	Course Total	AUD \$16,470 1 year
Diploma of Photography & Photo Imaging	Course Total	AUD \$16,470 1 year
Advanced Diploma of Visual Art (Diploma of Visual Art is a prerequisite)	Course Total	AUD \$16,470 1 year

Payment of Fees

The Deposit is due when Enrolment is confirmed. The trimester payment or balance of fees are due at Orientation, normally a week before classes commence. Instalments are due on the first of the month.

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 with cash, credit card or EFT (direct deposit through the student's bank app). There is a Non-refundable General Service fee of AUD \$300. A 1% credit card bank charge will be charged on any fees paid by credit card if student is refunded).

Course Materials

Students will be expected to outlay between \$150 to \$300 for courses materials and consumables for their studies. Students undertaking photography studies are recommended to have a digital SLR camera with video function such as a Cannon. The college does have limited loan cameras if students are unable to source their own.

Overseas Study Unit

Students are able to elect to complete an optional two week intensive study unit overseas with credit towards some of the qualifications at LCAD. The destinations change each year and include New York, Venice Biennale, Berlin & Kassel Documenta, Japan and Bali. There are extra charges for overseas study units. The tuition component is approximately the value of two individual units at LCAD. The overseas trip can be exchanged for certain units in the student's course.

Protection of Student Fees

Overseas student tuition fees are protected through the Australian Government's TPS – Tuition Protection Scheme. All international visa students are protected under Australian consumer protection laws. <https://tps.gov.au>. Any fees paid at one time that is more than \$1500 is considered advanced payment by a student and is thereby protected by the TPS program, in the unlikely case that LCAD is suddenly unable to continue delivering your studies.

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 by LCAD. In the event that a payment is late by one month a 10% late fee will be charged by LCAD. All costs in recuperating fees will be paid by the student.

General Service Fee:

- Covers the cost of all relevant Government Administration and enrolment processing
- Secures your place in the course.

Course Fee Include:

Complete education costs provided. Students will have material fees and if they have elect to do the overseas elective then this is an extra fee. There are no extra hidden costs.

Agents

Please see LCAD's website at www.latrobecollege.edu.au/policies-information for a list of current Education Agents

Deferral of Commencement, Suspension of Studies, Withdrawing from your course.

Please see policy details at www.latrobecollege.edu.au/policies-information.

Refunds

Please see policy details at www.latrobecollege.edu.au/policies-information.

Enrolment Conditions

Please see policy details at www.latrobecollege.edu.au/policies-information.