



AUSTRALIAN GLOBAL INSTITUTE

# COURSE INFORMATION



[www.studyinoz.info](http://www.studyinoz.info)

# Welcome

Australian Global Institute (AGI) is internationally recognised for providing students from a diverse range of countries a great start to rewarding careers and life in Australia and around the world.

We are fully committed to offering students the best study and business advantages, while providing a range of activities to ensure that our students have fun.

We are proud to say that our students walk away with a solid education, great friends and fond memories.



## Why study in Australia?

### High quality education

Students in Australia are provided premium quality education while obtaining true value for money.

### Value for money

The cost of living and studying in Australia is considerably lower than in the USA and the UK, so students are able to more fully enjoy their stay in the country.

### Location

The AGI campus is a 10 minute walk from the city centre, and the magnificent Gold Coast and Sunshine Coast beaches are only an hour away, so even when you're not studying you'll always have something to do.

### Fantastic lifestyle

Brisbane is a modern, cosmopolitan and vibrant city comprised of diverse cultures from around the globe.

It offers a fantastic lifestyle, including the South Bank parklands and swimming beach, located on the banks of the Brisbane river.

Brisbane is known to have the best weather of any city in Australia and is listed in surveys as one of the top 10 cities in which to live globally.

### Friendly environment

Australia offers a safe and friendly environment, and has the largest percentage of international students in the English speaking world. Its population of around 21 million people is renowned for their friendly and welcoming attitudes.

### Lasting memories

Education is more than just classes and studying. AGI recognises the value in student interaction and encourages students to embrace Australia's multicultural make up by mixing openly with each other.

There's no better place than Australia for students to create lifelong friendships and memories.



# Why choose AGI?

## Study, work and live in Australia

- Exciting work opportunities while you study
- Enhance your study and career options
- Great future in Australia and around the world

## Quality training

- High academic standards and up-to-date courses
- Industry focused to prepare you better for real business

## State of the art facilities

- Modern air-conditioned class rooms
- Industry relevant practical rooms
- Cutting-edge computing labs

## Great location

- Close to the famous South Bank parklands and beach
- Short walk to the main bus and train stations
- 15 minute walk to the city centre with mall
- 5 minutes walk to trendy café district

## Superior support services

- Individual support
- Extensive range of support services including visa and work assistance



## Fast-track your studies

- Take months off your course and get where you want to go faster



## Friendly, professional staff

- Highly qualified industry experts
- Friendly atmosphere



## Work experience and job placement

- Industry work experience programs
- Guaranteed employment to approved applicants
- Earn while you learn program



## Multi-cultural atmosphere

- Multicultural environment
- Students from around the world

## Accommodation and arrival services

- Homestay programs, shared apartments and economical shared budget accommodation



# Courses

## Quality and recognition

AGI courses are delivered by trained, professional staff and lead to nationally-recognised qualifications.

Our business partner provider is MICA (CRICOS provider 02116E)

## Delivery and assessment

Lectures are the principal means by which course material is delivered.

Most classes are conducted in an interactive fashion, with students expected to ask questions and actively contribute to class discussions.

A student needs to be an active member of the class rather than a passive member.

Students are required to comply with college policy on attendance and academic performance.

Students are notified of content assessment methods, timeframes and outcomes at the start of each module.

## Further information

Detailed enrolment and course information, including codes and competencies, can be viewed on our website, [www.studyinoz.info](http://www.studyinoz.info)



Australian Global Institute, Brisbane



AGI English language class

## Business

### Diploma of Business (Marketing)

Course Code: BSB50701  
CRICOS No: 045397B

#### Overview

This course will provide graduates with the career mobility to operate effectively in leadership positions in a variety of roles including marketing, sales, general management and public relations.

From market research to customer behaviour, this course will introduce you to all the pricing, advertising, product and distribution strategies required for the up and coming marketing or business manager.

Students learn how to define customer needs and design products and business strategies to meet those needs. Businesses don't fail, they just fail to plan.

#### Entry Requirements

- Year 12 or equivalent
- IELTS 5.5 (OR IELTS 5 plus ELICOS course)

#### Course Length

- 52 weeks (4 x 10 week study blocks)

#### Start Date

- Any Monday during term

#### Contact Hours

- 20 hours per week

#### Course Outcome

On successful completion of this course, graduates will be awarded a nationally recognised Diploma of Business (Marketing).

#### Career Opportunities

Graduates will be ready to work in business and marketing roles such as:

- Advertising and public relations
- Product management
- Retail
- Sales and marketing

#### Fees (AUD)

- Application fee: \$250
- Course fee: \$11,950



# Hospitality

## Certificate III in Hospitality (Commercial Cookery)

Course Code: THH31502

CRICOS No: 036476M

### Overview

This course provides students with the practical knowledge and career training to work in a commercial kitchen as a qualified cook.

An understanding of workplace health and hygiene through to working with colleagues and customers is supported by a robust commercial kitchen training experience that equips students with the industry relevant skills required by commercial kitchens.

Due to a skills shortage in the area of commercial cookery, students have the opportunity to gain practical experience while demonstrating their creative flair.

### Entry Requirements

- Year 12 or equivalent
- IELTS 5.5 (OR IELTS 5 plus ELICOS course)

### Course Length

- 52 weeks

### Start Date

- Any Monday during term

### Contact Hours

- 20 hours per week

### Course Outcome

On successful completion of this course, graduates will be awarded a nationally recognised Certificate III in Hospitality (Commercial Cookery).

### Career Opportunities

Hospitality offers a secure and rewarding career path in the commercial cookery area of the industry.

Graduates will be ready to work in the hospitality industry at a functional level in an operational kitchen. Depending on experience, possible roles include:

- Chef de partie
- Executive / Head Chef
- Pastry Chef
- Qualified Cook / Commis Chef
- Sous Chef

### Fees (AUD)

- Application fee: \$250
- Course fee: \$16,950
- Materials fee: \$650

## Hospitality package 1

### Study just 20 hours per week!

Certificate III in Hospitality (Commercial Cookery)  
+ Diploma in Hospitality Management  
or Diploma of Business (Marketing)

**CRICOS codes:** 037518J and 036476M or 045397B

**Application fee:** \$250.00

**Materials fee:** \$650.00

**Course fee:** \$22,500

## Diploma of Hospitality Management

Course Code: THH51202

CRICOS No: 037518J

### Overview

This course provides comprehensive career training in all aspects of hospitality operations.

Students are prepared for supervisory and management positions throughout the industry, including careers in hotels, resorts, clubs, taverns and restaurants.

Graduates will enjoy a high level of career mobility, ensuring they can apply for work almost anywhere in the world, or operate their own hospitality-related business.

This nationally recognised course not only prepares students for the domestic hospitality industry, but opens doors to dealing with international customers and their variety of cultural differences and needs.

### Entry Requirements

- Year 12 or equivalent
- IELTS 5.5 (OR IELTS 5 plus ELICOS course)

### Course Length

- 60 weeks

### Start Date

- Any Monday during term

### Contact Hours

- 20 hours per week

### Course Outcome

On successful completion of this course, graduates will be awarded a nationally recognised Diploma of Hospitality Management.

### Career Opportunities

Graduates will be ready to work in the hospitality industry in management roles such as:

- Financial control
- Food and beverages
- Front office
- General management
- Human resources
- Planning and product development
- Reservations
- Sales and marketing

### Fees (AUD)

- Application fee: \$250
- Course fee: \$11,950
- Materials fee: \$650

## Hospitality package 2

**Study just 20 hours per week!**

Certificate III in Hospitality (Commercial Cookery)  
+ Diploma in Hospitality Management

**CRICOS codes:** 037518J and 036476M

**Application fee:** \$250.00

**Materials fee:** \$650.00

**Course fee:** \$22,500

# English language

## General English

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CRICOS No: 050915J

### Overview

General English is offered at several levels, from Elementary through to Intermediate and on to Advanced.

Each full level of study is 10 weeks in length but students may study as many weeks as they wish. Two weeks is the minimum period of study.

Students will be tested on their first day and placed in the level most suitable for their language needs. They will be given practice in speaking, listening, reading and writing skills.

During the course, students' work will be observed and there will occasionally be tests to measure a student's progress.

### Entry Requirements

- Year 12 or equivalent

### Course Length

- Two weeks minimum

### Start Date

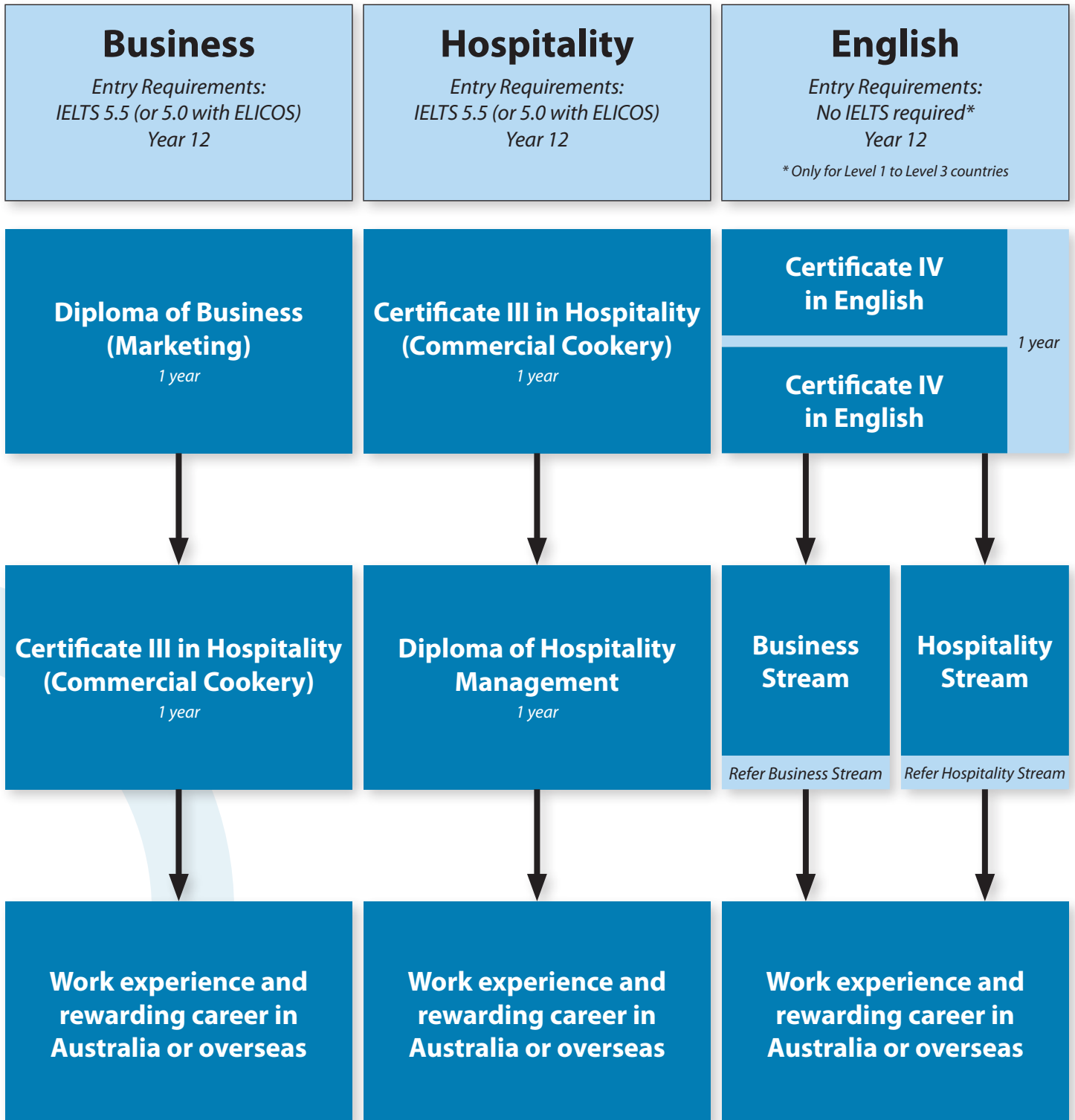
- Any Monday during term

### Fees (AUD)

- Application fee: \$75
- Course fee: \$250 (per week)
- Materials fee: \$75



## Your pathway to success



# How to apply

## 1. Complete Application Form

Answer all questions, including those relating to airport transfer and accommodation (if required), and include any IELTS or TOEFL test results. Please note that we cannot accept students under 18 years of age. Send your completed application form, together with copies of passport (front and back pages), IELTS and highest qualification to:

Australian Global Institute  
PO Box 3814  
South Brisbane  
Qld Australia 4101

Phone: +61 731 133 495  
Fax: +61 731 133 815  
Email: [info@studyinoz.info](mailto:info@studyinoz.info)

If you are applying through a local agent, they can accept your completed form.

## 2. AGI offers you a place

If you meet entry requirements, AGI will offer you a place. Successful applicants will receive a formal "Letter of Offer", a "Response to Offer", pre-enrolment information, and a detailed course outline. To accept your place, complete and return the "Response to Offer" form with your payment or proof of payment.

Please forward Bank Draft to:

Admissions Office  
Australian Global Institute  
PO Box 3814  
South Brisbane  
Qld Australia 4101

Alternatively, funds can be transferred to the following account:

**Bank:** Commonwealth Bank of Australia  
(SWIFT code: CTBAAU2S)  
**Account name:** Mackintosh International College  
(Australia) Pty Ltd A/C No 3  
**Branch (BSB):** 064-480  
**Account number:** 10277973

If your payment is made outside of Australia, a bank transaction fee of AUD\$20.00 must be added to your deposit total.

## 3. AGI confirms your enrolment

When we receive your payment, we will send you a letter of confirmation that confirms your enrolment and your course dates, and a receipt for the payment you have made.

## 4. Apply for your student visa

Take the letter of confirmation to the Australian diplomatic mission in your country to apply for a student visa. For a list of missions, visit [www.dfat.gov.au/missions](http://www.dfat.gov.au/missions)

You should allow approximately two months for visa processing.

## 5. Travel Plans

When you receive your visa, please notify AGI of your travel plans including the date and time of your arrival. If there are any changes in your travel plans or your date of commencement, please also notify us.

Phone: +61 731 133 495  
Fax: +61 731 133 815  
Email: [info@studyinoz.info](mailto:info@studyinoz.info)

## Feedback and support

Application and enrolment procedures are outlined in full in the pre-enrolment information sent to applicants. If you require third party assistance (any organisation except AGI or its partners), you may exercise your rights to any other legal remedies by contacting the Queensland Department Overseas Unit who has the power to suspend or cancel the registration of course providers.

## Application form

Please complete the form below and return to AGI. All fields are required.

### 1. Course selection

050915J General English

THH31502 Certificate III in Hospitality (Commercial Cookery)

BSB50701 Diploma of Business (Marketing)

THH51202 Diploma of Hospitality Management

Start date:            /            /            (dd/mm/yyyy)

Finish date:            /            /            (dd/mm/yyyy)

### 2. Personal details

Title (Mr, Ms, Mrs):

Given name:

Family name:

Gender:     Male    Female

Date of birth:            /            /            (dd/mm/yyyy)

Nationality:

Country of birth:

### 3. Contact details (mailing address in Australia or overseas)

Street address:

Town / suburb:

State / province:

Country:

Post code:

Home phone:

Mobile  
phone:

Fax:

Email address:

### 4. Educational background (highest completed level of education)

Name of qualification:

School / institute where attained:

Current school / institute (if currently studying):

Expected finish date:            /            /            (dd/mm/yyyy)

### 5. English language proficiency

IELTS / TOEFL score:

Other (provide details):

### 6. Passport and Visa details

Passport number:

Passport expiry date:            /            /            (dd/mm/yyyy)

What type of Visa do you require?

Student    Visitor    Work sponsorship    Other:

Do you have Overseas Student Health Cover (OSHC)?

No    Yes - provide details:

Do you require AGI to arrange OSHC cover for you?

No    Yes - please arrange my cover for \_\_\_\_\_ years and \_\_\_\_\_ months

What type of cover do you require?

Single    Family

# Application form (continued)

## 7. Spouse details

Given name:	Family name:
Date of birth:     /     /     (dd/mm/yyyy)	Nationality:
Country of birth:	Passport number:
Passport expiry date:     /     /     (dd/mm/yyyy)	What type of Visa do you require? <input type="checkbox"/> Spouse <input type="checkbox"/> Family <input type="checkbox"/> Dependent

## 8. Airport pickup

Do you require airport pickup?            No - go to section 9    Yes - answer all questions below

Flight date:     /     /     (dd/mm/yyyy)	Flight time: <input type="checkbox"/> am <input type="checkbox"/> pm
Flight number:	Airport:

## 9. Payment method

How will you be paying?    Cash    Cheque    Credit card    Money order

Total course fees:           AUD\$

## 10. Additional comments

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## 11. Authorisation

I have read the terms and conditions of my application with Australian Global Institute. By signing below, I indicate my acknowledgement and acceptance of these terms and conditions.

Student signature:	Date:     /     /     (dd/mm/yyyy)
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# Terms and conditions

To accept a place, students must sign and return the International Enrolment Agreement (included in their offer pack).

## Agreement conditions

This Enrolment Agreement may be terminated by Australian Global Institute in any of the following circumstances:

- a) Failure of the student to meet minimum progress standards or attendance
- b) Failure of the student to adhere to rules, regulations, policies and procedures as outlined by the college
- c) Failure of the student to pay the required fees; or
- d) The unavailability of a program/course for any reason whatsoever.

The exact definition of a course should be defined as, "the entire scheduled total of tuition enrolled to undertake and complete at Australian Global Institute."

## Fees and charges

I undertake to diligently pay the fees and charges Australian Global Institute as prescribed and or as amended if required during the tenure of my course.

For the purposes of this agreement, fees and charges include but are not limited to; tuition fees, application and materials fees, excursion and related expenses, graduation attire, OSHC and Homestay fees (where appropriate). It is the student's responsibility to be aware of payment deadlines and be aware of college policies relating to payments.

## Refund policy

### Full Refund of Tuition Fee

1. A student will be entitled to a refund of fees in the following circumstances:

- a) If the student's application for visa is rejected. And in this case 1(a) (i), (ii), (iii), (iv) and (v) apply:
  - (i) the written application for a refund must be received within 28 days (inclusive) of the visa application being rejected. Tuition fees will be refunded in full within 28 days (inclusive) of receipt of an application (made in writing) for a refund (less an administrative fee of AUD\$120).
  - (ii) written applications for a refund request received after 28 days (inclusive) of the visa application being rejected incur a 75% refund of tuition fees and will be refunded after 28 days (inclusive) of receipt of an application (made in writing) for a refund (plus an administrative fee of AUD\$120).
  - (iii) Application fee and Accommodation Placement fee are not refundable.
  - (iv) written proof of visa rejection must be presented.
  - (v) Overseas Student Health Cover will be refunded by the College or health fund (whichever applies) within 28 days (inclusive) if a student cancels before the start of the course.
- b) If Australian Global Institute is unable to deliver the course in which the student has enrolled:
  - (i) in the case of 1(b) all monies paid will be refunded in full within 14 days (inclusive)
  - (ii) Australian Global Institute may offer another course or part thereof in replacement of the original course. Where this is agreed on by both the college and the student, the college will not be liable for refund of the original course monies.

### Partial refund of Tuition Fee

2. A partial refund may be granted if written notice of cancellation is received by Australian Global Institute, as in the following circumstances:

- a) if cancellation is made more than 28 days before the commencement of the course, a refund of 75% of tuition fees may be refunded.
- b) if cancellation is made less than 28 days (inclusive) but no less than 7 days before the commencement of the course, a refund of 65% of tuition fees may be refunded
- c) and, if partial refund is approved, or if the course ceases to be delivered:
  - (i) partial refunds will be paid within 28 days (inclusive) of receipt of the necessary written refund application
  - (ii) the retained amount will not exceed 12 weeks tuition fee.

3. An application for refund will not be considered in any of the following circumstances:

- a) if the student cancels or withdraws enrolment after the start of the course or within 7 days of the commencement of a course in which he/she is enrolled.

- b) if the student takes unauthorised leave during the course.
- c) if the student is excluded by Australian Global Institute or has a visa cancelled by the Australian Department of Immigration, Multicultural and Indigenous Affairs due to failure to meet course requirements such as unsatisfactory attendance, inappropriate behaviour or unsatisfactory academic performance.
- d) for fraudulent or forged applications which led to the enrolment being accepted.
- e) for application, accommodation placement, the first two weeks of prepaid homestay or airport pickup fees, regardless of written notice period.
- f) for public holidays in Australia or official closures of Australian Global Institute for term breaks or the annual College conference.
- g) if the student cancels Overseas Student Health Cover after the course starts.

### Processing of Refunds

4. Applications for refunds will be assessed by and paid at the sole discretion of the College Board of Australian Global Institute. And:

- a) the timelines for approved refunds are mentioned above.
- b) refunds are paid to the person / organisation responsible for the initial payment of fees.
- c) refunds are issued via Electronic Funds Transfer (EFT).

Transfer/exchange and early completion of courses Once a course has commenced students are permitted to transfer to another field of study after providing a written request to Australian Global Institute management, however course transfers or exchanges between students is not permitted. Only exchanges between immediate family (i.e., husband, wife, brother, sister) are permitted within 2 months of the original course cancellation date. Changes of faculty courses or early completion of English and entry into a Certificate or Diploma course (full or partial) incur an administration fee of \$120 This is subject to an English proficiency test provided internally Australian Global Institute. English proficiency tests for students requesting early termination of their allocated English Course will be charged an administration and teachers fee of \$100 per test.

## Agents

All agents representing students must make themselves known on the students enrolment form or they will not be eligible for a commission payment if they approach the college after the students CoE has been issued. Although Australian Global Institute will endeavor to do its best to administer efficient student and agent relationships, the College cannot be held responsible for agents who do not fill in their own personal information when enrolling a new student. Current students enrolled at Australian Global Institute cannot apply or support the College as an agent.

## Attendance and academic performance

Australian Global Institute believes that good attendance is necessary for successful progress in academic studies. The Department of Immigration and Multicultural and Indigenous Affairs (D.I.M.I.A) requires every international student on a student visa to maintain a minimum of 80% attendance in their course. The college is obliged by Australian Law to report bad attendance and unsatisfactory academic performance of students on Student Visas to the Immigration Department (D.I.M.I.A). Medical certificates must be obtained for sick days and the college must be phoned when students expect to be absent due to sickness. Work does not give students an excuse for absence. Students on student visas can only work a maximum of 20 hours per week and this **must be outside college time**.

## Allocation of Certificates/Diplomas

Upon successful completion of the program, the student will be issued with a Diploma/Certification and Summary of Completed Modules. By accepting the student's Enrolment Application, Australian Global Institute does not warrant or represent that the student is suitable for the program, or will successfully complete the program or find employment upon completion of the program. Australian Global Institute will not issue statements of attainment or certificates to students who have outstanding fees.

## Change of address

It is the duty of the student to provide the college with up to date contact details. Any changes in contact details should be updated with student services within 3 days of the change occurring.

## Working in Australia

If you have a Student Visa, you can apply for a work permit once you arrive in Australia. The permit allows you to work for up to twenty hours per week during the semester and full-time during holidays.

## Cost of living

Accommodation, food, public transport and educational costs are generally lower than in the rest of Australia or in cities in the United Kingdom or North America. An average student requires around AUD\$10,000 (USD\$7,500) per year to live comfortably in Queensland.

## Medical insurance

All international students on Student Visas are required to have Overseas Student Health Cover (OSHC) for themselves and their dependents. This allows you access to doctors and a shared ward in a public (Government) hospital. If you are travelling on a different Visa, it is wise to purchase travel or private medical insurance. The application form and prices can be found on the World Care Assist website at [www.worldcare.com.au](http://www.worldcare.com.au).

## School-age dependants

If you have school-age children that will be living in Australia you will have to pay full fees at any school in which they enrol.



## INTERNATIONAL STUDENTS

Phone: +61 731 133 495  
+61 401 411 719  
Fax: +61 731 133 815  
Email: [info@studyinoz.info](mailto:info@studyinoz.info)

## BRISBANE

### Postal address

Australian Global Institute  
PO Box 3814  
South Brisbane  
Queensland, Australia 4101

### Street address

37 Boundary Street  
South Brisbane  
Queensland, Australia 4101

[www.studyinoz.info](http://www.studyinoz.info)