

# Student Handbook Appendix

## Sydney Campus

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## **1. Campus Location**

MEGT Institute Sydney Campus is located at Level 4, 70 Riley Street East Sydney 2010. It is convenient to both rail and bus links. Closest train stations are Museum Station and Town Hall Station (10 – 15 minutes on foot). The most convenient bus is the 389 Bondi to Circular Quay route although there are many buses on William St close to the campus. Parking is expensive and is limited in the streets around the campus and we recommend that students use public transport.

The Campus site is close to a main Sports and Recreation Centre (Cook and Phillip Park), The Australian National Museum, restaurants (Stanley Street), cafes and other eateries are also in close proximity.

## **2. Hours of operation**

Sydney Campus is open Monday to Friday, from 8.15am till 8.30pm (Monday to Thursday) and 8:30 am to 5:00 pm (Friday). Reception is open from 8.15 am till 5.00pm. The Campus is only open on weekends for students who are attending weekend scheduled courses.

## **3. Dress Code Sydney Campus**

Dress code for all students at Sydney Campus is smart casual. You will be advised by your trainer regarding specific attire which is required when you are on work-placement practicum or work experience. Please also refer to the Practicum Policy and Procedure relevant to your course.

## **4. Facilities and equipment**

Sydney Campus site has over 50 computers with internet access available for students use. The Campus site also has free Wi-Fi available for student use if they have their own computer. Students enjoy a balcony with city views, lunch, BBQ area and a kitchen is available for student use during their breaks.

## **5. Orientation**

All students attend a compulsory orientation which includes a tour of the campus and the fire drill routine. A record of your attendance at orientation is maintained by MEGT Institute.

## **6. Language and literacy and cultural background**

MEGT Institute selects learning resources that are appropriate for our students who come from a variety of language and cultural backgrounds. We welcome your feedback about our learning resources and any suggestions you have that will make further improvements to these.

We have links with accredited English colleges who offer courses that may complement your training course. Please speak to our marketing staff if you would like more information.

## **7. Student ID cards**

Students will be issued an ID card at the time of enrolment. This must be carried by students at all times for identification purposes, attendance monitoring and computer, printing and photocopying usage. If you misplace your student ID card, a replacement fee of \$10 will be charged.

## **8. Smoking**

Smoking is not permitted inside the building. Smoking is restricted to the balcony area and outside the building only. Dispose of all cigarette butts in the bins or receptacles provided.

## **9. Food and drinks**

Eating and drinking are restricted to the student common areas, the balcony and outdoor areas surrounding the building, where rubbish bins have been provided. Students must place all rubbish in the bins provided and clean up after themselves. No food is to be consumed in classrooms, hallways or stairwells. Bottled water in spill proof containers is allowed in the classrooms.

## **10. Assessment submission and re-sits**

Students will be required to undertake a number of formal assessment/exams during their course. The dates and details of these assessments/exams will be provided in writing at the beginning of the course or module. These assessments/exams are designed to demonstrate competence (skill, understanding and practical application of the required performance criteria).

Exams and practical assessments must be attended on the specified dates, and assessments must be submitted at the start of the class on the date specified.

Where the student is required to attend an assessment and has been unable to attend with a 'valid' reason, the student will be required to arrange a re-sit in accordance with the *MEGT Institute Assessment and Re-sit policy and procedure*.

## **11. Academic Grading and Competency**

Where graded marks are applied to assessments and exams these marks will count towards the final grading for the course.

## **12. Student Practicum/Work Experience**

Some courses require students to engage in compulsory work-place practicum or work experience. Check the Student Practicum / Work Experience Policy and Course

Outline for your course. These will provide details of the required work-placement procedure, attendance hours, workbook/log requirements, and assessments to be conducted in the workplace.

### **13. Access to academic records**

At the end of each semester/term period, students will be given a full transcript of their course progress to date. Please check the details thoroughly and inform reception of any errors that you identify. If you require a progress transcript at any other time you will need to ask reception and they will be able to print out an interim transcript at no charge within 2 working days of the request.

### **14. Articulation and pathways**

MEGT Institute has formalised some university articulation and pathways. Students contemplating further study should speak to the Program Coordinator who will be able to assist.

### **15. Attendance and satisfactory progress**

The minimum attendance requirement for MEGT Institute Sydney Campus students is 80% of each individual unit/module. Attendance which is less than this may result in not being assessed for that unit. Students are required to "sign-on" the attendance sheet at the commencement of each class session as failure to do so could result in an unsatisfactory attendance.

Students unable to attend classes for reasons such as illness, or serious family problems, are required to contact the Institute at the earliest possible time. A medical certificate from a registered medical practitioner is required if students are unable to attend due to illness.

Students are required to notify the Institute in advance if they are going to be absent from class.

### **16. Leave of absence**

Students who take leave of absence during the term are required to complete a Leave of Absence Form which can be download the form from the student portal of the Institute website and hand it in to reception. Please allow 5 working days for processing. Each case will be considered individually. Compassionate circumstances such as an illness in the family or a death in the family may be considered as valid reasons for granting leave of absence. MEGT Institute notifies students of the Sydney Campus vacation periods and students should plan their holidays around these periods.

## **17. Plagiarism Penalty**

Please refer to Item 15 in the Student Handbook "Academic misconduct including plagiarism". Under no circumstances is plagiarism accepted by MEGT Institute. Should a case of plagiarism or copying another's work be proved against a student that student will need to re-submit the assignment and pay a fee. Please note only one re-submit is allowed. Any student with a repeat plagiarism offence may be expelled from MEGT Institute.

## **18. Style and Reference Guide for written assessments**

The trainer will advise students in regard to the formatting, style and referencing requirements for your written assessments. The MEGT Institute Style and Reference Guide give examples of how students should present written work.

## **19. Student Counselling Services**

Students should feel free to approach their trainers or other staff if they have any problems. MEGT Institute has a Student Services Officer at Sydney Campus to assist students for many of the routine issues. For more serious problems MEGT Institute offers two sessions with a professional counsellor to assess and advise on a course of action.

Support is available to all students at the Institute by contacting Reception.

The type of support services available include:

- Orientation
- Accommodation
- Tutorial support-Further study
- Academic progress
- Performance Management Counselling
- Access to resources
- Access to equipment
- Employment guidance and assistance
- Academic & Non Academic Grievance Handling
- General counselling and referral as appropriate
- Current course options and proposed new courses

## **20. Accident procedure**

In the event of a workplace accident or injury occurring, it should be reported to the Director of Studies or Program Coordinator immediately. Every injury should be reported, whether major or minor, to ensure the student is adequately protected should there be a recurrence of the injury, or problem arising from, or attributed to, the accident. Report the injury on the Accident Report Form. This will be noted in the

'Accident Report Book'. Should the injury require medical treatment, students must advise the medical practice that the injury occurred in the workplace. Any medical certificates, reports or accounts should be given to the MEGT Work cover officer at the earliest convenience. Medical certificates must be obtained from a doctor and returned to MEGT Institute as soon as possible.

## **21. Payment of Fees and Charges and Refunds**

**(This section applies to full-fee paying students only)**

**Fees** incorporate an Enrolment Fee, Tuition Fee, and all other fees related to the provision of a course

**Charges** are imposed in accordance with the conditions and table of fees and charges as shown in this Appendix document

The **minimum course fee payment period** is one semester (6 months)

**Deferment** means to postpone the commencement of study

**Suspension** means to temporarily stop your studies

**Cancellation** means the students' enrolment or MEGT Institute course has been cancelled

**Withdrawal** means stopping or leaving the course before it commences or during the course

## **22. MEGT Institute course deferment or cancellation**

MEGT Institute reserves the right to defer or cancel a course, change course start dates, or change course curriculum/programs at any time.

In the case where MEGT Institute cancels a course prior to its commencement date all monies paid to MEGT Institute will be refunded within 10 working days. Where MEGT Institute cancels a course before its expected end date, the balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days.

In the case of a course start date being deferred, and the new date is unacceptable to the student, all monies paid to MEGT Institute will be refunded within 10 working days of notice of the rescheduling.

MEGT Institute is a member of ACPET's ASTAS (Australian Students Tuition Assurance Scheme) and OSTAS (Overseas Students Tuition Assurance Scheme). If, for any reason, MEGT Institute is unable to continue to provide tuition, students are assured that another provider will complete any portion of the course not delivered by MEGT Institute for which payment will be required.

### **23. Student withdrawal**

Student notification of withdrawal from a course must be submitted in writing using the relevant withdrawal form which can be downloaded from the student portal of the Institute website. Please refer to the fees, refunds and charges which apply to student withdrawal (clause 29).

### **24. Deferment of Studies**

MEGT Institute does not allow deferment of commencement of studies, except on the grounds of compassionate or compelling circumstances, evidence by a registered medical practitioner's certificate, or documents proving other exceptional extenuating circumstances such as bereavement. Please be advised that deferment of enrolment may affect your Student Visa.

### **25. Suspension of studies**

MEGT Institute does not allow suspension of studies, except on the grounds of compassionate or compelling circumstances, evidence by a registered medical practitioner's certificate, or documents proving other exceptional extenuating circumstances such as bereavement. A student may also have their enrolment suspended by MEGT Institute in the event of non-payment of fees, student misbehaviour or breach of the code of behaviour. Where MEGT Institute decides to suspend a student's enrolment, written notification will be given to allow the student 20 working days in which the student can access the Institute's grievance and appeals policy and procedures. Please be advised that suspension of enrolment may affect your Student Visa.

### **26. Cancellation of enrolment**

A student's enrolment in a course can be cancelled for a number of reasons, including non-payment of fees, student misbehaviour or breach of the code of behaviour. Where MEGT Institute decides to cancel a student's enrolment, written notification will be given to allow the student 20 working days in which the student can access the Institute's grievance and appeals policy and procedures. Please be advised that cancellation of enrolment may affect your Student Visa.

### **27. Non-transfer of fees**

Tuition and enrolment fees are non-transferable to other students or other institutions.

### **28. Course transfer**

Students who wish to transfer to another course need to complete the Transfer Form and submit it to Reception. The form is forwarded to the Director of Studies or other designated officers of MEGT Institute. A decision is made on approval of the transfer based on relevant class sizes and timetables. Students will be informed by

administrative staff of the decision and, where applicable, of the date, name of class, room number etc. New enrolment details and any other changes are recorded in the database by administrative staff. Transfer requests can only be approved at the end of each term. Students must be aware that no change of class, shift or course is permitted during the term, except in exceptional circumstances. For overseas students who have transferred to a different course, the Registrar will notify DIAC via PRISMS. Please note that this may affect the length of the student visa. Transfer application charges apply.

## 29. Student administration fees and charges (prices may be subject to change)

Written notice of withdrawal provided 28 days or more before a course commenced or in the event of a student's visa application being rejected.	Paid up fees are refunded, less \$250.00 administration charge
Written notice of withdrawal provided less than 28 days before course commences.	\$250.00 administration charge and \$1,000.00 withdrawal charge applies. Any pre-paid fees are refunded, less the above charges.
Written notice of withdrawal provided less than 28 days before start-date of continuing semester.	\$1,000.00 withdrawal charge applies. Any unused pre-paid fees are refunded, less the above charges.
Student does not commence the course on the start date and subsequently provides notice of withdrawal from the course	No refund for the semester fee received. Any additional fees paid by the student (eg 2 <sup>nd</sup> semester fees) will be refunded in full.
Student commences in the course and completes any portion of a term or semester.	No refund for the semester fee received.
Student requests and is approved to pay part-semester fee (eg by term – quarter year)	An additional 5% surcharge is applied and the student remains liable for full semester payment.
Repeat of individual unit of study	Depends on the course, a per week charge applies
Certified interim academic transcripts or other documents which are not required by DIAC but do require certification and signatures	\$50 per document
Students transferring to a different course	\$50 per transfer application
Reinstatement Fee – applicable to students who submit a written withdrawal and who within 21 days apply for and are reinstated into the same course.	\$100 administration charge

**NOTE: Where the student's fees have been paid to MEGT Institute through an Education Agent, these will be refunded to the Agent in accordance with the above table.**

### **30. Non-payment and Late payment of fees**

- 1) All student fees are required to be paid by the specified due dates on the tax invoice.
- 2) A Final Notice will be issued within two weeks of the debt due date if the debt remains outstanding.
- 3) If a student's overdue debt is unpaid by the specified due date on the Final Notice, his or her enrolment will be suspended. This suspension will cause the following restrictions to apply unless waived by the Director of Studies:
  - a. Suspension from attending classes with MEGT Institute
  - b. Loss of access to MEGT Institute computer systems
  - c. Loss of access to enrolment records including academic transcripts
  - d. The inability to graduate until the outstanding debt is cleared
- 4) Payment of fees after due date is subject to a late penalty fee of 5% of the amount payable.
- 5) Suspended students will be informed that if they make no further payment or do not contact MEGT Institute concerning their debt, their enrolment may be cancelled. Subsequent failure to pay within 14 days will result in the student's enrolment being cancelled by MEGT Institute.
- 6) A cancelled student can only request a complete academic transcript after payment of their outstanding debt to MEGT Institute.
- 7) A cancelled student can seek reinstatement to continue their study at MEGT Institute after payment of their outstanding debt and a reinstatement fee.
- 8) Where MEGT Institute decides to suspend and/or cancel a student's enrolment due to non-payment of fees, written notification will be given to allow the student 20 working days in which the student can access the Institute's grievance and appeals policy and procedures.
- 9) Please be advised that suspension and/or cancellation of enrolment may affect your Student Visa.

*This policy does not remove the student's right to take further action under Australia's consumer protection laws.*

## 31. Useful Links

### ***Australian Government Departments***

[www.immi.gov.au](http://www.immi.gov.au)

Department of Immigration and Citizenship

[www.dfat.gov.au](http://www.dfat.gov.au)

Department of Foreign Affairs & Trade

<http://www.deewr.gov.au/>

Department of Education, Employment and  
Workplace Relations

[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

Department of Fair Trading

[www.vetab.nsw.gov.au](http://www.vetab.nsw.gov.au)

Vocational Education and Training Accreditation  
Board

### ***Accommodation***

[www.globalexperience.com](http://www.globalexperience.com)

Homestay Accommodation

[www.domain.com.au](http://www.domain.com.au)

The Sydney Morning Herald

[www.flatmate.com](http://www.flatmate.com)

The Flat mate

[www.sydneybackpackers.com](http://www.sydneybackpackers.com)

Sydney Backpackers

<http://www.meridianhomestay.com>

Homestay Accommodation

### ***Other***

[www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)

Student Health Cover

[www.healthoz.com.au](http://www.healthoz.com.au)

Health Services Australia

[www.whereis.com.au](http://www.whereis.com.au)

Search for maps

[www.sydneyairport.com.au](http://www.sydneyairport.com.au)

Sydney Airport site

[www.whitepages.com.au](http://www.whitepages.com.au)

White pages Australia

[www.yellowpages.com.au](http://www.yellowpages.com.au)

Australian Yellow Pages

[www.staterail.nsw.gov.au](http://www.staterail.nsw.gov.au)

Rail Transport

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

Buses

## 32. Federal and State Legislation and other relevant information

Affirmative Action (Equal Employment Opportunity for Women) ACT 1986  
<http://legislation.gov.au/ComLaw/Legislation/Act1.nsf/asmade%5Cbytitle/1B0DB7BDE7E8A341CA256F720016627A?OpenDocument>

Apprenticeship and Traineeship Act 2001 NSW  
[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/aata2001295/](http://www.austlii.edu.au/au/legis/nsw/consol_act/aata2001295/)

Australian Education Network  
<http://www.edna.edu.au/>

Board of Vocational Education and Training Act 1994 ACT  
[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/boveata1994360/](http://www.austlii.edu.au/au/legis/nsw/consol_act/boveata1994360/)

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)  
<http://cricos.deewr.gov.au>

Commonwealth Department of Education, Employment, Workplace Relations  
<http://www.deewr.gov.au/Pages/default.aspx>

Copyright Act 1968  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ca1968133/](http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/)

Copyright Amendment Act 2006  
[http://www.copyright.org.au/news/news\\_items/legislation-news/2007-legislation-news/u27261](http://www.copyright.org.au/news/news_items/legislation-news/2007-legislation-news/u27261)

Department of Immigration & Citizenship  
<http://www.immi.gov.au/students/index.htm>

Education Act 1990 NSW  
[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/ea1990104/](http://www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104/)

Education Services for Overseas Students (Assurance Fund Contributions) Act 2000  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/esfosca2000741/](http://www.austlii.edu.au/au/legis/cth/consol_act/esfosca2000741/)

Education Services for Overseas Students (Consequential and Transitional) Act 2000  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/esfosata2000740/](http://www.austlii.edu.au/au/legis/cth/consol_act/esfosata2000740/)

Education Services for Overseas Students (Registration Charges) Act 1997  
[http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/9D519C9328714980CA256F71005148E8/\\$file/EdServOSSRC1997.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/9D519C9328714980CA256F71005148E8/$file/EdServOSSRC1997.pdf)

Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act 1991  
<http://www.austlii.org/au/legis/cth/bill/esfosopafrab219961026/>

Education Services for Overseas Students Act 2000  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/esfosa2000442/](http://www.austlii.edu.au/au/legis/cth/consol_act/esfosa2000442/)

Employment Education and Training Act 1988  
[http://www.austlii.edu.au/au/legis/cth/num\\_act/eeata1988332/](http://www.austlii.edu.au/au/legis/cth/num_act/eeata1988332/)

Equal Employment Opportunity (Commonwealth Authorities) Act 1987  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/eeoaa1987642/](http://www.austlii.edu.au/au/legis/cth/consol_act/eeoaa1987642/)

Fair Trading Act 1987

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/fta1987117/](http://www.austlii.edu.au/au/legis/nsw/consol_act/fta1987117/)

Human Rights (Sexual Conduct) Act 1994

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/hrca1994297/](http://www.austlii.edu.au/au/legis/cth/consol_act/hrca1994297/)

Human Rights and Equal Opportunity Commission Act 1986

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/hraeoca1986512/](http://www.austlii.edu.au/au/legis/cth/consol_act/hraeoca1986512/)

Industrial Relations Act 1996 NSW

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/ira1996242/](http://www.austlii.edu.au/au/legis/nsw/consol_act/ira1996242/)

Medicare Levy ACT 1986

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/mla1986131/](http://www.austlii.edu.au/au/legis/cth/consol_act/mla1986131/)

National Occupational Health and Safety Commission Act 1985

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/nohasca1985470/](http://www.austlii.edu.au/au/legis/cth/consol_act/nohasca1985470/)

Occupational Health and Safety (Commonwealth Employment) Act 1991

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ohasea1991531/](http://www.austlii.edu.au/au/legis/cth/consol_act/ohasea1991531/)

Occupational Health and Safety Amendment Act 2000 (No.2) No.62 of 2000

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ohasaa20002n62o2000426/](http://www.austlii.edu.au/au/legis/cth/consol_act/ohasaa20002n62o2000426/)

Occupational Health and Safety Act 2000

[http://www.austlii.edu.au/au/legis/nsw/consol\\_act/ohasa2000273/](http://www.austlii.edu.au/au/legis/nsw/consol_act/ohasa2000273/)

Overseas students (Instalment Payments) Charge Act 1989

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ospca1989489/](http://www.austlii.edu.au/au/legis/cth/consol_act/ospca1989489/)

Overseas Students (Refunds) Act 1990

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/osa1990311/](http://www.austlii.edu.au/au/legis/cth/consol_act/osa1990311/)

Overseas Students Charge Act 1979

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/osca1979267/](http://www.austlii.edu.au/au/legis/cth/consol_act/osca1979267/)

Overseas students Tuition Assurance Levy 1993

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/ostala1993484/](http://www.austlii.edu.au/au/legis/cth/consol_act/ostala1993484/)

Privacy Act 1988

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/pa1988108/](http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

Racial Discrimination Act 1975

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/rda1975202/](http://www.austlii.edu.au/au/legis/cth/consol_act/rda1975202/)

Racial Hatred Act 1995

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/rha1995109/](http://www.austlii.edu.au/au/legis/cth/consol_act/rha1995109/)

Safety, Rehabilitation and Compensation Act 1988

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/sraca1988368/](http://www.austlii.edu.au/au/legis/cth/consol_act/sraca1988368/)

Sex Discrimination Act 1984

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/sda1984209/](http://www.austlii.edu.au/au/legis/cth/consol_act/sda1984209/)

Student Assistance Act 1973

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/saa1973217/](http://www.austlii.edu.au/au/legis/cth/consol_act/saa1973217/)

Vocational Education and Training Act 2005

<http://www.legislation.nsw.gov.au/viewtop/inforce/act%2b100%2b2005%2bfirst%2b0%2bn/>

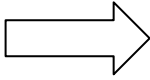
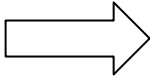
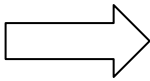
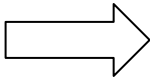

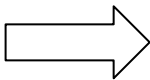
Workers' Compensation Amendment Act 2000

[http://www.austlii.edu.au/au/legis/cth/consol\\_act/wcaa2000n74o2000381/](http://www.austlii.edu.au/au/legis/cth/consol_act/wcaa2000n74o2000381/)

For more relevant federal and state legislations please see:

<http://www.austlii.edu.au/databases.html>

## Who can help me?

<p>Change of address, Work permission, Student Request forms, Course or Shift transfers, WorldCare cards, Computer passwords, General attendance, Self-study, General enquiries</p>		<p><b>Student Services</b></p> <p>Your first point of contact is Reception. Please note that Reception will be assisting you with general enquiries and will make appointments to see the right person.</p>
<p>Academic issues, Academic performance, Courses and qualifications, Timetables, Attendance issues, Recognition of Prior Learning, Code of Conduct, Deferrals, Complaints and Grievances, Compliance Issues</p>		<p><b>Director of Studies &amp; Academic Coordinator</b></p> <p>The Director of Studies will be able to assist you regarding academic issues. Please make an appointment at Reception.</p>
<p>Certificates, Statement of Attainments, Transcripts, Letters, Re-assessment</p>		<p><b>Academic Coordinator</b></p> <p>Please see the Academic Coordinator with enquiries relating to administrative issues.</p>
<p>Course content, Enrolments, Re-enrolments, Tuition fees, Student Accommodation, ID card issuing</p>		<p><b>Marketing Managers &amp; Admissions Officer</b></p> <p>The Marketing Managers will be able to assist you with your enrolment enquiries. Please see the Admissions Officer for issuing your student ID card.</p>
<p>Payment of tuition fees, Schedule of payment plans, Receipts</p>		<p><b>Accounts Officer</b></p> <p>Please make an appointment to see the Accounts Officer with any tuition fee related enquiries</p>
<p>Work Experience and Practicum</p>		<p><b>Hospitality and Children Services Coordinators</b></p> <p>Please make an appointment to discuss Work Experience and Practicum issues.</p>