

Chisholm
Melbourne Australia

International Student Guide 2024



chisholm.edu.au/international

TAFE VICTORIA

Contents

Welcome	2
Why study at Chisholm?	3
Higher education degrees at Chisholm	4
Melbourne – one of the world’s most liveable cities	5
Student Support	8
The Chisholm learning environment	10
Our locations	11
Scholarships	12
Accommodation and health cover	13
Course areas on offer	15
International course delivery areas	16
Policies and rules for studying in Australia	19
How to apply	24
Our endorsements	25
Stay in touch	26

Womin Djeka, Welcome to Chisholm

Chisholm acknowledges the Bunurong people of the Kulin Nation as the Traditional Custodians of the Country on which our campuses are located. We recognise their continuing connection to land and waters and thank them for protecting the Country and its ecosystems that we enjoy today.

We pay our respects to Elders, past and present, and extend that respect to all First Nations people. Chisholm is committed to supporting and empowering our Aboriginal and Torres Strait Islander workforce, students and their communities through providing quality teaching and learning opportunities.



Welcome



I'm very pleased that you're considering joining us here at Chisholm Institute.

It's a big decision to study overseas, but the unique location and lifestyle Melbourne has to offer makes it a good decision.

Today we have more than 35,000 students from

Melbourne and all over the world studying with us at our campuses in Melbourne's south east and overseas.

This guide provides you with information about our Institute, and the courses and support we offer you. Studying with us most likely means you'll be moving to Melbourne, so we've also included information about our campus locations and the affordable lifestyle available in Frankston, Dandenong, Berwick and surrounding areas.

Record of excellence in education

At Chisholm, our record of excellence in education has been built over many decades. Our course delivery costs are competitive and our qualifications are recognised by industry, government and businesses across Australia.

We are a multi-award winning, quality training provider. Our graduates are highly sought after by industry because of our high-quality, relevant training.

If you are looking to complete a qualification (including a bachelor degree) we have a course that will help get you closer to your goal.

We are proudly supported by the Victorian Government, and our students and teachers regularly receive awards for excellence in education, service provision and community inclusion.

Friendly and culturally diverse

At Chisholm, students are at the centre of everything we do. Our teams provide extensive support to ensure your student experience is a positive one. Our student community is one of the most culturally diverse in Melbourne and our campus environments are relaxed and friendly. We do our best every day to help our students transition smoothly into study and a new city.

We're here to help

If you have questions, please contact us and speak to one of our friendly staff. And if you need accommodation, travel or healthcare information, our International Student Admissions and Recruitment is ready and willing to assist.

The start of your bright future

Your journey to a quality education in Melbourne starts here. A course at Chisholm is an investment in your career and will be the beginning of an exciting and rewarding future. You'll find more information online and we are always available to answer any questions you may have.

I look forward to welcoming you soon to Chisholm.

Best wishes,

A handwritten signature in black ink that reads "S Varty". The signature is stylized and enclosed within a simple, hand-drawn oval shape.

Stephen Varty
CEO, Chisholm Institute

Why study at Chisholm?

At Chisholm, we're passionate about inspiring and transforming people's lives through quality education and training.

We're here to help you gain the qualifications you need to build a career in your chosen field. Our training is focused on giving you job-ready skills.

Chisholm is creating education for the future and we're proud to provide quality and practical education that changes lives and keeps up with the many rapid changes taking place in the world.

Courses here are designed in close consultation with industry, and often include practical experience and work. We offer a range of qualifications from certificates and diplomas to degrees, as well as pathways to inspire, skill and prepare you for a lifelong career.

Our skilled and passionate teachers, student support services and world-class facilities will help you gain up-to-date skills and qualifications recognised by employers across Australia and overseas. That's why we've received statewide and national awards for excellence in training.

Our region, Melbourne's south east, is proudly multicultural and home to people from over 150 countries. Each year we welcome more than 35,000 local and international students, with a quarter of those students from non-English speaking backgrounds. Close to beaches, parks and lots of entertainment options, you'll also find that living costs near our campuses are lower than they are in the Melbourne CBD.

From all our campuses, it's easy to get to the city centre on our efficient public transport network. Access is nearby, and you can use trains, buses and the famous Melbourne trams with one travel pass.

Best of all, our graduate employability rates are excellent because of our quality teaching and training, modern facilities and strong support from our industry partners.

According to the [2022 GOS International Report](#) (QILT) report "Chisholm has one of the highest rates of full-time employment for international undergraduate students among TAFEs in Australia"

You'll be studying with the best

At Chisholm, our record of excellence in education has been built over many years. Our course costs are competitive, and our qualifications are recognised by industry, government and businesses across Australia.

We are an award-winning quality training provider and industry recognises that our graduates are high quality, capable and ready for work.

The Chisholm advantage

- > One of the largest vocational education and training providers in Victoria
- > Government-owned education and training
- > Skilled, passionate teachers
- > Higher education degrees
- > TAFE courses to degrees pathways
- > Modern facilities and equipment
- > Multiple locations
- > Practical programs for real job outcomes
- > Learning and support services
- > Smaller class sizes.

Higher education degrees at Chisholm

Your way into a degree doesn't have to be the traditional way. Our pathway options mean you can start your journey to higher education with direct entry into our bachelor qualifications, or pathway into your degree from a diploma.

We offer specialised, industry-specific degrees that give you a unique insight into the way the industry works, as well as creating a professional network.

All our qualifications are fully accredited and governed in the same way as other university degrees. They focus on maximising your employment options and providing you with entry opportunities to a range of undergraduate certificates and postgraduate courses.

Our degrees provide:

- > academic support programs
- > flexible study options
- > customised learning spaces at multiple campus locations
- > opportunities to collaborate and learn with industry partners
- > modern facilities to enhance your learning experience
- > small class sizes with learning tailored to your needs.

As a graduate, you'll leave with relevant industry skills and experience, ready to launch into your career.

Qualifications

- > Bachelor of Engineering Technology (CRS1201286).
- > Bachelor of Community Mental Health, Alcohol and Other Drugs (CRS1201285).
- > Bachelor of Psychology (CRS1401150).
- > Bachelor of Business (CRS1401274)

We'll be adding new degree programs in 2023–2024 and beyond. Visit chisholm.edu.au/highered for the latest degree offerings.

For more information, visit chisholm.edu.au/highered.

Melbourne – one of the world’s most liveable cities

Melbourne is an exciting city known for its world-class education and training, and it’s a popular choice for international students.

With a multicultural population of more than 4.5 million people from over 150 nationalities, we have one of the world’s most culturally diverse communities.

Melbourne provides a fantastic lifestyle including dining, shopping, entertainment, arts, music, leisure, and sports such as One-Day, Twenty20 and Test cricket, the Australian Open tennis and the Formula 1 Grand Prix. The city centre is easy to get to from all our campuses.

Take a short drive from the city and there are lots of things to do. You can visit the Yarra Valley, known for quality local food and wineries, the historical cities of Ballarat and Bendigo, beautiful beaches from the Mornington Peninsula through to the surf coast along the Great Ocean Road, and the ski fields of Victoria’s High Country.

An excellent public transport system, with friendly people and a high level of public safety, make Melbourne a great place to be. Our climate features mild winters and pleasantly warm summers. January and February are the hottest months while July and August are the coldest.

For more information on studying and living in Melbourne, visit studymelbourne.vic.gov.au and www.melbourne.vic.gov.au.

Living costs

We know that moving overseas to study is a big step and we’ll help you all the way.

When you move to Melbourne, your living costs will vary depending on where you choose to live and how you like to spend your time. Remember that being in a new city means adjusting to a different cost of living.

12-month living cost

To gain a student visa, you need to meet the financial requirements set out by the Australian Department of Home Affairs (DHA).

The Australian Government specifies AU\$21,041 as the minimum amount needed to cover your living costs for one year. This figure doesn’t include tuition fees and the cost of travel to and from Australia. Non-tuition fees include books and equipment, health insurance, administration, accommodation and assistance to apply for or hold a student visa.

For more information on living, studying and exploring amazing Melbourne and Victoria, visit studymelbourne.vic.gov.au and studyaustralia.gov.au/english/live/living-costs.

¹ Source: studyinaustralia.gov.au, May 2022.



Living in and around Dandenong

Close to Dandenong Creek and overlooked by the scenic Dandenong Ranges, Dandenong is a great place to live, study, work and visit.

One of the largest business districts in Greater Melbourne, Dandenong is home to people of more than 150 different nationalities. It is the most culturally diverse community in Victoria, one that also offers you an affordable lifestyle. People from all over the world choose to live in Dandenong, and you can see this in the different cuisines offered in restaurants from many cultures.

Just 50 minutes to Melbourne's CBD by train, Dandenong has many public transport choices as well as freeways and major roads that ensure any journey is an easy one. Bike trails make this way to travel fun as well as functional.

Sporting clubs offer locals and visitors many opportunities to participate or join in the fun as a spectator. Cricket, football, tennis, rugby, golf, basketball and more are sports available to both men and women. More fun is available if you enjoy action. You can take part in go-karting, paintball, laser tag, or even a V8 race experience.

Nature is close by when you live in Dandenong. Leafy local parks and gardens provide rest from the city centre. Best of all, the beautiful Dandenong Ranges area is just 45 minutes away, offering stunning scenery, heritage gardens, fine restaurants, great coffee and more. You can wander through nature, take a scenic drive through majestic trees or seek out that special foodie experience.

Here Puffing Billy, Australia's favourite steam train, will take you through beautiful forests and fern gardens.

Or you can breathe in the fresh rural air at SkyHigh, the highest natural viewing point in Victoria, which offers fantastic views of Melbourne's skyline.

Back in the Dandenong CBD, you have a wide range of shopping options that cater for any taste, from discount shops to trendy boutiques and high-end department stores. And if you're looking for entertainment, there's plenty on offer. You can choose from art exhibitions, concerts, theatre, festivals, special events and a whole lot more.

Dandenong is a warm, welcoming and affordable place for people of every age, from all corners of the world. You'll find our large campus has everything you need to help you succeed in your studies.

Living in and around Berwick

Berwick is a suburb in the south east of Melbourne and features historic buildings, green gardens and tree-lined avenues. Studying here is relaxed, with excellent facilities on campus such as our \$15 million Centre for Health.

New estates with affordable housing in well-designed suburbs provide a relaxed lifestyle in a safe and friendly area that combines the peace of living with all the services you need.

Gardens are central to the Berwick lifestyle. Pioneer Park, with its heritage cafe, walkways and playground, is a perfect place to meet friends or to go for a walk on a sunny day. Wilson Botanic Park features calm lakes, picnic areas and scenic walking tracks, along with beautiful gardens, flowers and birds. If you look carefully, you might also see wildlife on your visit – maybe even a kangaroo!

Berwick offers a range of restaurants and cafes, bars and boutique shopping options in a village atmosphere. A short drive (or bus ride) from Berwick is the super-regional Fountain Gate Shopping Centre, which is the second-largest shopping centre in Australia by floor area. Here you can browse or buy in a huge range of stores that stock everything you might need or want. Home to a vibrant new entertainment precinct, the Centre is definitely this region's creative and community heart.

Each February, Acoonah Park comes to life when the annual Berwick Show is held. Complete with fireworks, live music, entertainment, and animal exhibitions and competitions, the Show attracts people from all over Australia. It's a fun, friendly day out that's popular with all ages.

Berwick is a direct 57-minute train ride to the Melbourne CBD with an efficient bus network. Easy access to major roads and freeways means you can head straight into central Melbourne, east to the diverse rural towns of West Gippsland or south to the beautiful surf beaches that line Bass Strait.

Living in and around Frankston

Frankston is a seaside suburb of Melbourne within easy reach of the central city area. Life here offers the best of both worlds – relaxed beachside living, with a busy town centre and a relatively inexpensive lifestyle. There are many rental options, from casual and short term to longer term living.

It's a great place to study, too. Our \$85 million Frankston Learning and Innovation Precinct is designed to give our students the best possible educational environment.

Frankston is a leafy suburb with many public gardens. And getting around is easy. With an efficient train service direct to Melbourne's CBD (in less than an hour), many bus routes and a network of freeways and roads, you can go anywhere with ease.

There's so much to do around Frankston. You can take a 500 metre walk on the 150-year-old Frankston Pier to watch the sun go down, with the sound of the waves

and seagulls adding to the atmosphere. Vibrant local shopping centres are there for you to buy or browse. From super-regional shopping centres with upmarket and bargain offerings to neighbourhood shopping strips, boutiques, cafes and markets, many options reflect the city's lively multicultural population. And laneways in the Frankston CBD feature engaging street art, created by artists inspired by the diverse local area.

Australian beaches are famous, and Frankston beach is one of Victoria's most popular beaches for a very good reason. One of the cleanest in Australia, it's also home to one of the largest sand sculpting exhibitions in the southern hemisphere.

If you're a foodie or a coffee fan, there are options to suit everyone in multicultural Frankston. With a wide range of restaurants, cafes, hotels and takeaways, offering cuisines from all over the world and to suit every budget, you'll never be hungry.

Events and festivals bring residents and visitors together to enjoy the local lifestyle. The Christmas Festival of Lights each December attracts over 45,000 people to its live music, parades, food stalls and fireworks. Along with the Waterfront Festival, Ventana Festival and more, these activities are a great way to enjoy community engagement and family fun.

The McClelland Gallery and Sculpture Park is a major public art gallery and the leading sculpture park in Australia, attracting over 130,000 visitors every year. And the Frankston Arts Centre hosts a wide range of world-class cultural and entertainment activities, from contemporary music and theatre to opera, classical music, film and dance.

Sport is very popular for men and women of all ages, with football (soccer), Australian Rules football, netball, volleyball, cricket, basketball, tennis and a lot more on offer. Of course with the beach nearby, water activities are popular, with swimming, sailing, paddle boarding and more, under the watchful eye of local lifeguards.

Beaches, diversity, restaurants, nature, arts and more – Frankston has everything you require for the lifestyle you want to lead. And the Frankston Learning and Innovation Precinct provides the relaxed and friendly environment you need to study and succeed.

Student Support

Orientation program

Orientation is an informative, friendly and fun way to prepare for your study at Chisholm. You must attend our orientation for new students. We make it compulsory because we want to be sure that you're comfortable and confident from your first day in class.

At orientation you'll receive important information about your campus, Chisholm and Melbourne, and enjoy meeting new friends and your teachers. When you accept your offer, we'll send you a letter that gives you the date, time and location of orientation. We look forward to meeting you there.

We're here to help

Our range of support services will enhance your study experience and help you to complete your training successfully.

For more information, visit chisholm.edu.au/student-services.



Student Support and Engagement

Counselling services

Our experienced and professionally qualified counsellors will give you free support, advice or referrals to specialist providers.

Client services

We will help you with course information, application and enrolment procedures, student ID cards and more.

Equitable learning and disability support

We provide support for students with diagnosed disabilities and medical or mental health conditions. If you need this type of help, contact a support advisor as early as possible before your course starts.

Career services

Our experienced career and employment counsellors can help you with:

- > job hunting
- > interview skills
- > placement preparation
- > career planning, career management, pathways, industry knowledge, Victorian Tertiary Admissions Centre, action plans and career profile assessments
- > job application assistance including resumes, selection criteria and cover letters
- > Free weekly workshops on how to become job-ready.

Library and information centre

Our friendly staff can help you find information and connect you with resources and services to support your study.

For opening times, visit library.chisholm.edu.au.

Learning skills

If you want to improve your study skills, our learning skills staff can assist you with writing reports and essays, referencing and bibliographies, exams and test preparation, and presentation skills. Connect with learning skills support in your campus library.

Student life

We believe that student life should be about more than study. So we provide a range of experiences including campus events, competitions, giveaways, incentives and discounts. You'll have access to student-run salons, restaurants and massage clinics – all at discounted prices. You can also join social clubs and tours that will help you integrate into the Chisholm community and enjoy your time with us.

Financial guidance

We provide access to individual financial guidance, including:

- > information on support if you're experiencing financial hardship
- > help with scholarship application and referrals to external support services
- > budgeting and financial literacy information.

Free online study support

Studiosity provides online personal study support with assignment and study questions, and a 24/7 essay review service.

For more information about any of our services, visit chisholm.edu.au/student-services.

The Chisholm learning environment

The learning environment at Chisholm is dynamic, progressive and inspiring. There are many opportunities for learning and skills development and we encourage you to participate in them all.

Personal support and success

Our small class sizes make it easier for you to become familiar with Australia's education system and lifestyle. The learning experience and skills we offer will develop your confidence and enhance your opportunities for success when you go on to further study.

Studying at Chisholm means:

- > supervised practical activities
- > simulated work environments
- > technology labs
- > industry visits
- > lectures and tutorials
- > Tertiary Access Program
- > guest speakers
- > virtual enterprise participation
- > exhibition participation
- > group discussions
- > case study analysis
- > scientific laboratory work
- > field trips, excursions and camps.

Our assessment methods provide you with different ways to demonstrate your achievements, including:

- > individual and group assignments
- > practical assignment work
- > work plan assessments
- > folio development
- > assessment in a simulated business environment
- > oral presentations
- > exams and tests
- > practical placement assessment
- > research projects
- > continuous assessment for project work
- > workbook assessment.

To give you practical skills and real experience, industry placement is compulsory in some courses. This means that you need to successfully complete an approved industry placement in Australia before you can graduate. Our Placement Team will help you find the right placement to reinforce your learning outcomes.

Our locations

Our international courses are delivered out of three of our main campus locations – Berwick, Dandenong and Frankston.

Each features modern equipment, world-class facilities, modern learning environments, comprehensive libraries and helpful support services. All campuses are conveniently located, with parking and public transport access.

Find out more at chisholm.edu.au/locations, or use the QR codes to access the virtual tours of the campus locations

Frankston

Fletcher Road, Frankston 3199

Our \$153 million redevelopment at the Frankston campus features modern education and training facilities including a modern comprehensive library, computer labs, cafe, student restaurant, massage clinic, hair and beauty salon, and trades facilities.



Parking

We provide free student parking across all campuses, when you display the parking permit we give you.

Dandenong

121 Stud Road, Dandenong 3175

Our largest campus, Dandenong, has facilities for international and VCE students as well as a manufacturing and robotics centre, building and construction trades centre, hi-tech automotive centre, large library and computer lab, cafe, patisserie, hair and beauty salon, and campus store.



Berwick

25 Kangan Drive, Berwick 3806

Our \$15 million Centre for Health is situated in the heart of the emerging Berwick Health and Education Precinct and features specialised training and simulation laboratories, and tailored teaching environments.



Scholarships

Recognising outstanding students

We value and recognise the achievements of our international students, who are a long way from home yet demonstrate independence, resilience and determination to succeed.

Chisholm has attractive scholarships on offer to international students. Details on scholarships and eligibility criteria are listed online chisholm.edu.au/students/international/applying-to-chisholm.

For more information, contact the International Student Office or call **+61 3 9212 5040**.



Accommodation and health cover

Accommodation options

When you arrive in Australia, we can provide you with short-term arrival accommodation or homestay accommodation information.

To make life easier for you, we strongly suggest you live within one hour's travel time of your campus.

Homestay accommodation

Some students find living with a local family a great way to learn about the Australian lifestyle. Your homestay host family (usually a couple with or without children, a mother or father with children or a single woman or man) provides meals but you pay for your own travel, entertainment, phone calls and other personal needs.

We use the services of [Australian Homestay Network](#) to source appropriate accommodation. Students need to arrange homestay directly through them.

Private rental and shared housing

In Australia renting is a formal and legal agreement, signed by you and a registered real estate agent.

It gives you rights and responsibilities. You can choose to live in a share house where each person has their own room and shares other areas (kitchen, living areas, bathroom and laundry). Often share house expenses include all bills. People who live in the share house usually make their own individual food arrangements but might also buy and prepare food together.

The cost of a share house depends on the number of people sharing and the type of property. Most rental properties are unfurnished. A month's rent of approximately \$865 up to \$2,500 is required in advance.

You also need to pay a bond (equivalent of up to six weeks' rent), furnishings, gas, electricity and telephone connections.

Please note: These costs are a guide only.

Fedliving at Berwick

Fedliving offers a range of accommodation options across Federation University campuses.

We have an arrangement with Federation University that enables our international students to apply for Fedliving accommodation. These residences are located on Federation University's Berwick campus and are just a short walk (across Clyde Road) to our [Berwick campus](#).

This accommodation is ideal for students undertaking their course at Berwick and could also be considered for those undertaking their studies at Dandenong campus. Travel time by car from Berwick to Dandenong is 15 minutes, and by train and foot approximately 50 minutes each way.

For detailed information on the accommodation, costs and application requirements, visit [Fedliving accommodation](#) options.

Overseas health cover

As an international student on a student visa, you must be covered by Overseas Student Health Cover (OSHC) during your studies unless an exception applies. The cost of health cover is detailed in your Letter of Offer.

Chisholm's preferred* OSHC provider is Allianz Care Australia. If you purchase OSHC through your offer letter, you will receive an Allianz Care Australia Essential OSHC policy. If you are considering purchasing your OSHC elsewhere, you should consider the information below. Alternatively, you may choose to use another Australian accredited supplier.

When you apply to Chisholm, you can purchase an Allianz Care Australia OSHC policy. By accepting and paying for the Allianz Care Australia OSHC policy with Chisholm, you are agreeing to the terms and conditions on the Allianz Care Australia website. You'll find policy information and can download the Allianz Care Australia MyHealth OSHC app at www.allianzcare.com.au/en/student-visa-oshc

It's your responsibility to ensure that your OSHC is always paid for the duration of your student visa. You'll find the start date, end date, cost and policy type on your Letter of Offer.

You can use Allianz Care Australia MyHealth OSHC app to access your e-membership card.

Here is an example of the fee structure for Allianz Care Australia Essential OSHC premium purchase via Chisholm Letter of Offer:

Cover length	Single
12 months	\$738
24 months	\$1,528
36 months	\$2,294

Using your OSHC policy

For detailed information on what your OSHC policy covers you for, visit the Alliance Care website: www.allianzcare.com.au/en/student-visa-oshc

Standard cover includes:

- > private and public hospital admissions
- > ambulance
- > doctors and specialists (outside of hospital)
- > medical tests (X-rays and blood tests)
- > prescription medicine.

An Allianz Care health cover representative visits our Dandenong campus one day per month to help you with claims, and to answer any questions you may have about your health cover policy or medical related costs.

Allianz Care Australia can help you:

- > with medical advice and assistance 24 hours a day
- > with referrals to a doctor for medical treatment 24 hours a day
- > get access to a solicitor for legal advice
- > get access to an interpreting service
- > with passing on messages to your family or friends in the event of an emergency.

If you have a life-threatening medical emergency, go to your closest public hospital emergency department or call **000** immediately for help.

* Please note: Chisholm receives a monetary commission for each student who selects Allianz Care as their preferred OSHC provider.



Course areas on offer



Accounting and management



Early childhood education



Allied Health



Engineering



**Commercial cookery
and patisserie**



Community and Social services

International course delivery areas

We offer a range of courses to international students across a range of disciplines.

For a full list of these courses visit chisholm.edu.au/international.

Accounting and management

Choose business as the first step to endless career pathways.

Whether you have ambitions of becoming a corporate highflyer, entrepreneur or bookkeeper, working in a start-up, holding a managerial position or developing your leadership and finance skills, a business course from Chisholm will give you what you need to help you succeed: not just with the skills and knowledge you need to perform the job but also to be successful in your long-term career.

The business sector is one of the broadest and most flexible, so when you choose business, you'll have endless options in front of you. And with so many options, we can help you plan a pathway from where you are now to where you want to be.

Early childhood education

Develop future generations and make a difference with a rewarding career in education. Strong support and education foundations are critical for every child, and you can be part of providing these with a meaningful career in early childhood education and care or education support.

Our Diploma of Early Childhood Education and Care teaches you how children grow and develop, and how you can provide enriching experiences that will impact their learning and quality of life.

Engineering

If you love coming up with new ideas and creating solutions, and are looking for a career that will challenge and inspire you, make it happen with a career in engineering.

Engineering is a great sector to turn your love for science, mathematics and complex problem solving into a satisfying career. Your course will include both hands-on and theoretical learning, and you'll use state-of-the-art machinery in a miniature factory simulation.

Health and community services

Make a difference in people's lives and the community with a rewarding and respected career in health or community services.

If you care about people and their welfare, you can develop a career as a valued health or community services professional. Health and community services is one of the fastest growing job sectors in the workforce.

But variety is just the beginning. Working in healthcare makes a difference in people's lives, and it will also make a positive difference in your life.

Commercial cookery and patisserie

If you're passionate about people, food and wine, service and experiences, this sector is perfect for you. Whether you're dreaming of being a star chef or pâtissier, the future is looking good with one of our commercial cookery or patisserie courses.

As a bonus, people who work in the hospitality sector also have a reputation for having a range of highly-developed employability skills, so your career in this sector could also springboard you into a different career in the future.



For a list of the courses delivered at Chisholm, please visit the [international](https://chisholm.edu.au/international) webpage.



Natalie D'Rozario moved to Australia from Bangladesh at age 17, finished VCE at high school and decided to enrol in Chisholm's Bachelor of Engineering Technology.

She had always been good at maths, physics and analytical thinking, so engineering seemed like a solid career path.

When Natalie started, there were three females and about 30 males in the course.

"I like to challenge myself," Natalie says. "I know it's not very common for girls to do engineering, so I wanted to choose a pathway where I could challenge myself and prove to myself it's something I could do."

Natalie says throughout her studies she always felt supported by the lecturers, but she did feel she had to 'prove herself' to her peers.

"I guess in the start you do feel out of place," she says. "With boys, people expect them to know about cars and welding. Being a girl, you kind of have to prove yourself. No lecturers treated us differently, but it's just the environment where you have to make a stand for yourself and show that you're one of them and you will succeed."

Natalie says towards the end of her three-year degree, about half the males were close to the finish line, while all three young women persevered.

Not only that – they did extremely well in the course.

"Those girls are my best friends in the world; I love them so much," Natalie says. "One of my friends, Rita, actually tutored many guys because she was one of the best students."

Natalie was a star student herself at Chisholm. She achieved mostly High Distinctions and was nominated as Vocational International Student of the Year at the Chisholm Education Awards.

She was also vice-president of the Chisholm Engineering Committee for two years, an initiative she and her friends came up with to improve the social offering for engineering students.

When Natalie is not studying, she works two part-time jobs as a pharmacy assistant. She's looking forward to getting started in her industry when she graduates.

"My short-term goal is to get a graduate job and work as a sustainable engineer developing products that are good for the environment," she says. "I want to work in the industry, get more exposure and apply the theory we've learnt in real life."

However, in the long-term, Natalie plans to return to the classroom in a different capacity.

"I want to teach engineering – I think that's more suited to me," she says. "I tutored a lot during the course to younger semesters and to my peers too and I think I have the natural teacher vibe."

Natalie says she'd love to inspire other young women to become engineers too.

"If this is what you're passionate about, I don't think your gender should affect what you want in life," she says. "If you can think analytically and you can problem-solve, all you need is persistence. It doesn't matter what gender you are, you have to be patient, persistent, work hard and not only meet the bare minimum, you have to put in extra effort."



Muhammad Mehdi was offered a job as a design engineer right after he completed his study. Here's how he did it.

One of the great things about doing work placement is that it often leads to a job offer.

That was the case for Muhammad Mehdi.

In fact, his work placement provider was so impressed with him, they created a new position so that he would stay on with the company.

Looking back at Muhammad's time with Chisholm, it's little wonder he was so highly sought after in the workplace.

Not only did he make the move from Pakistan to Australia – a big achievement in itself – Muhammad achieved an overall academic average of high distinctions.

In addition to receiving a scholarship, Muhammad was also nominated for Higher Education Student of the Year and won International Student of the Year at the 2022 Chisholm Education Awards.

“Coming from a totally different background and using your second language was a big achievement for me,” says Muhammad. “Then you have to learn how things run here. Getting into Chisholm and doing all the subjects in the first go was also a great achievement.”

Growing up in Pakistan, being an engineer was a lifelong dream for Muhammad.

“I'm the first engineer in my family,” he says. “Most of my family is in business. I was more into critical thinking and problem-solving, that's why I chose the engineering pathway.”

After doing some online research and consulting a few friends who had studied with Chisholm, he decided it was the right fit for him.

Muhammad enrolled in a Bachelor of Engineering Technology (mechanical and manufacturing).

He really enjoyed the balance of practical hands-on learning with theoretical study.

“I made quite a few friends because when you study together it's easy to make friends,” says Muhammad. “I loved that there weren't just people from one country, there were students from all over, especially from Asia. With so many people coming from different areas, you learn about their languages, their culture and their countries.”

Towards the end of his study, Muhammad started a placement with REDEI Renewable Energy Solutions in Dandenong South.

His work involved designing different parts for manufacture or assembly using CAD software and SolidWorks, a solid modelling computer-aided design and engineering application.

When Muhammad's placement was due to finish, his employer refused to let him go.

“My placement was crucial in getting to know all the managers and co-workers,” says Muhammad. “When they offered me a job, it was an easy decision, as I knew the people, I knew the job and how things worked.”

Muhammad plans to continue gaining exposure in the engineering field.

He has some exciting things in the pipeline, including working on million dollar-plus projects.

Muhammad's advice to others who are considering making the big move to Australia to study with Chisholm is to go for it.

“The teachers are great and the staff are very friendly,” he says. “They will help you out and give you practical experience. Most importantly, they will put you through placement and if you're lucky like me, you can get a job straight away.”

Policies and rules for studying in Australia

Attendance and progression requirements

Your student visa requires you to meet satisfactory academic progress (course progression).

Your academic progress will be monitored by your teachers and the course coordinator. You must pass at least 50 per cent of your course in each study period (A study period is defined as a semester).

Some courses may have additional requirements, such as passing prerequisite units to allow standard progression to the next semester.

Your course coordinator will advise you and assist with opportunities to be reassessed. If you are required to repeat a failed unit there will be a cost to the student for each unit repeated. DHA requires Chisholm to report students who are not making satisfactory progress. Before reporting a student to DHA students who do not pass 50 percent in a study period will receive a warning letter and you may be placed on a student contract. A second consecutive fail will result in an Intent to Report to DHA letter being sent to you. This letter will advise that you have 20 working days to appeal the decision.

Students have the right to appeal through Chisholm's formal appeal process or through an external appeals process, and you have the right to seek external legal advice.

You must advise Chisholm if you are undertaking an external appeals process. If you choose not to access our appeals process, withdraw from the process, or your appeal isn't successful, you'll be reported to the DHA.

A student who ceases attending a course or does not return from leave and is not contactable by Chisholm, has 'inactively' advised the provider of his/her failure to continue studying.

Chisholm defines the minimum student absence prior to recognising the student as 'inactively' notifying of cessation as being 14 working days.

Students will be considered to have ceased to attend their course 'inactively' by exceeding the minimum absence period of 14 working days by:

- > failing to return within 14 working days to the first timetabled class after a semester break
- > failing to return within 14 working days to the first timetabled class after approved mid-semester break
- > failing to attend consecutive timetabled classes for more than 14 working days.

Changes to enrolment

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

If you want to defer or suspend your studies, you must make this request in writing. Deferments or suspensions of study are only approved on the grounds of compassionate or compelling circumstances.

If you haven't enrolled yet, you can ask for a deferment of the commencement of your studies by emailing international.admissions@chisholm.edu.au.

If you don't comply with our Student Code of Conduct, you could be suspended or have your enrolment cancelled. You are not eligible for a refund if you are suspended or have your enrolment cancelled because you don't comply with our Student Code of Conduct. Find out more about this in the Student Code of Conduct (QMS117).

If you don't comply with our student code of conduct, you could be suspended or have your enrolment cancelled. You are not eligible for a refund if you are suspended or have your enrolment cancelled because you don't comply with our student code of conduct.

Find out more about this in the student code of conduct (QMS117).

Requesting a transfer to another institute

If you want to transfer to another provider before you complete the six months of your principal course, you must complete a Request for Release letter and attach the relevant documentation as indicated on the form. A request for release application will only be considered if unforeseen, exceptional circumstances create significant personal hardship. Please note that if your course is combined with other courses, your current course may not be the principal (meaning final) course of study.

We won't allow you to transfer to another provider within the first six months of your principal course if:

- > your course progress will be significantly disadvantaged by transfer to another provider
- > you've changed your mind and wish to study another course
- > the transfer is to studies at a lower level (unless we assess that the lower level is to your academic benefit)
- > you have a debt to Chisholm
- > we believe the transfer will be detrimental to you
- > we believe that you are trying to avoid being reported to DHA for failure to meet attendance or academic progress requirements
- > you are applying for a course of study available at Chisholm
- > the request is based on the location of accommodation and/or employment.

Where a letter of release has been approved, you must complete an International Students Withdrawal/Refund form. Refund of any relevant fees will be processed according to our International Student Fees and Refunds Policy for Students.

If your request for a letter of release is denied, you have the right to appeal by writing to the Manager International Student Recruitment and Admissions.

Your personal information

At Chisholm, we only collect the information that we need to provide services to you. We can't provide personal information to third parties, such as your family and friends, without your permission. We are required to provide personal information when requested or required by law to government bodies such as DHA and the police.

Changing your address

Under Australian Government student visa regulations, you must register your residential address and telephone number with us within seven days of arrival and each time your contact details change. Visit chisholm.edu.au/international for our latest policies.

Fees and refund policy

Payment of fees

New students

New students are required to pay first semester tuition fees and any material fees outlined in their Letter of Offer. The payment is required as acceptance of our Letter of Offer. When we receive your payment and a Course Acceptance form, a Confirmation of Enrolment will be provided so that a student visa application can be submitted.

Payments cannot be accepted until the signed Course Acceptance form is received.

If you are commencing an undergraduate degree as part of a pathway program, you may be required to also pay a deposit to our university partner.

Continuing students

A Fees Notice will be sent to your student email address and will include the amount due and payment dates.

Standard fee due dates for continuing students are:

- > Semester 1: 15 February and 15 April
- > Semester 2: 15 July and 15 September.

Higher Education fees

- > Semester 1: 15 February
- > Semester 2: 15 July

General fees information

- > Late fees incur an administration fee of \$200.
- > We won't accept liability for any fees paid directly to an educational agent, either in Australia or in another country, in relation to an application to study at Chisholm.
- > Fees are published on the international course pages at chisholm.edu.au.
- > Fees include the tuition fee, material fee and any other fee published.
- > There are no enrolment or application charges for Chisholm courses.
- > It's your responsibility to provide a current correspondence address to Chisholm.

- > Fees represent the payment for the course duration as identified.
- > Additional fees are required when repeating subjects.
- > Fees and non tuition fees are indicative and are subject to an annual increase
- > Where a student has failed a subject the student is required to pay the current fee rate to repeat. There could also be additional charges if a Visa extension is required

Late payment of fees

If full payment isn't received by the due date, one or all of the following may occur:

- > you'll receive an Intent to Report letter
- > you'll be liable for a late payment charge of \$200
- > your enrolment may be cancelled subject to the appeals process
- > DHA will be informed of your enrolment cancellation
- > your course certificate won't be issued and your results will be withheld
- > outstanding fees will be followed up according to our debt collection processes.

Payment options

You can choose from the following payment options:

- > bank transfer
- > EFTPOS or credit card
- > direct deposit from an Australian bank account
- > telegraphic transfer.

Personal cheques and AMEX is not accepted.

Please use your Chisholm ID number as the reference number on the transfer.

Following payment please email a copy of your receipt to Chisholm at fees@chisholm.edu.au. If you want to pay by credit card or have any questions, contact the International Students Office on **+61 3 9212 5040**.

You can pay at any Chisholm reception counter at:

- > Dandenong, Building A
- > Frankston, Building A
- > Berwick, Building A.

Refund table

Category	Time application received by Institute	Amount of refund for formal courses	Documentary evidence required in addition to the refund application
Visa refusal before course commencement.	At any time.	All payments less administration fee (\$250).	Original letter of Visa refusal from the Department of Home Affairs.
Visa refusal after course commencement.	At any time.	All tuition fees paid less tuition fees, student services amenities fees and material fees (that have been allocated) for any study period completed and in progress at the time of visa refusal.	Original letter of Visa refusal from the Department of Home Affairs. Evidence of account where refund to be deposited
Application withdrawal by the Institute on the basis of incorrect or incomplete information.	At any time.	All payments	Letter of withdrawal of offer Evidence of account where refund to be deposited
Commencing students.	Four weeks or more prior to the Orientation date as stated on Offer letter.	All payments for upcoming semester	Evidence of compelling circumstance.
Continuing students.	By 15 February (Semester 1).	Current semester plus any other future fees.	Depending on circumstances the following evidence will be required. Evidence of account where refund to be deposited
	By 15 June (Semester 2).	Current semester plus any other future fees.	
	By 15 April (Semester 1).	50 per cent refund of fees for the current semester plus any other future fees paid.	
	By 15 September (Semester 2).	50 per cent refund of fees for the current semester plus any other future fees paid.	
Provider default.	At any time.	Full refund of all paid tuition and non-tuition fees or transferred to alternate Chisholm course.	Offer letter of alternate course or withdrawal form
Withdrawal of unit – (Higher Education only).	Before census date.	Refund of unit price or the allocation of funds to future units.	Course coordinator approval. Intervention strategy. Evidence of exceptional circumstances.

Admission requirements

Entry into a higher education course at Chisholm requires you to:

- > have successfully completed an Australian Year 12 Victorian Certificate of Education (VCE), or equivalent overseas qualification
- > potentially attend a pre-admission interview
- > meet the course admissions requirements
- > complete a written task or math test.

For prospective students who don't meet the requirements for first year entry into our bachelor degrees, our international course advisors can provide information on alternate pathways and available options to access higher education at Chisholm.

English language requirements

Entry into a first year bachelor program at Chisholm requires a minimum International English Language Testing System (IELTS) result of 6.0 (Academic) overall with no individual band less than 5.5.

Entry into certificate and diploma courses requires a minimum overall score of 5.5 IELTS. Reading, writing, listening and speaking are all considered. Full English entry requirements (including minimum scores for other recognised English language testing systems) are on each course page.

Recognised English language testing systems are:

- > IELTS (International English Language Testing System)
- > PTE (Pearson Test of English academic).

The Australian Government accepts these tests for student visa applications from all countries. Please note that an English language test score may be mandatory for your visa application. We also accept english outcomes from selected providers. Contact us for more information.

Contact international.admissions@chisholm.edu.au for evidence of the English standard required or call **+61 3 9212 5040**.

You must have taken the English language test in the two years before you apply for a student visa.

The table below provides IELTS equivalent scores for PTE and CAE accepted by Chisholm:

English Proficiency Test completion within the last 2 years	Course with Academic IELTS 5.5 overall no individual band less than 5.0	Course with Academic IELTS 6.0 overall no individual band less than 5.5	Course with Academic IELTS 6.5 overall no individual band less than 6.0
Pearson Global Scale of English: - PTE Academic	42 overall communicative skills: minimum 36	50 overall communicative skills: minimum 42	58 overall communicative skills: minimum 50
Cambridge English Scale: - Cambridge First (FCE) Cambridge: Advanced (CAE) Cambridge: Proficiency (CPE)	162 overall individual bands: minimum 154	169 overall individual bands: minimum 162	176 overall individual bands: minimum 169

Chisholm Institute reserves the right to increase fees annually. Tuition and other fees are correct at the time of printing but may change.

All fees and payments are in Australian dollars.

The course materials fee is an annual charge.

We recommend that you find out about your rights and responsibilities before and during study in Australia. Visit Study Australia's ESOS Act page www.studyaustralia.gov.au.

How to apply

Chisholm strongly recommends international students outside of Australia apply with the assistance of an accredited Education Agent.

Our agents will assist you with the preparation and submission of all necessary documentation to support your successful application to Chisholm. They also provide expert advice on the Australian government's Genuine Temporary Entrant (GTE) requirements for international students. Visit chisholm.edu.au/students/international/education-agents.

Further information on Australia's Genuine Temporary Requirements for all international students is available at www.homeaffairs.gov.au.

Confirming your enrolment

We need to confirm that you pass the GTE assessment. Information on GTE requirements is available on the DHA website.

Your GTE status is determined by assessing your application and supporting documents against the admission requirements for the program you are applying to study. Your education background, previous work experience and immigration history may also be factors in DHA determining your GTE status.

If your application is successful, we'll send you a Letter of Offer and a Course Acceptance form, plus information about paying your fees. When you return your Course Acceptance form and your first semester tuition payment (plus offer deposit for pathway programs), we'll issue a Confirmation of Enrolment.

You must be at least 18 to start studying at Chisholm.



Our endorsements

At Chisholm, we work in conjunction with many regulatory bodies, complying with all relevant legislation. Our courses are conducted in line with the expectations of one or more of the following:



Our training is delivered with Victorian and Australian Government funding and oversight. This means that we work in conjunction with the state government to ensure that the education we provide suits the needs of the state and local communities.



Chisholm is a registered training organisation and provides nationally recognised training. This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.



Registration with key governing bodies such as the Australian Skills Quality Authority ensures that Chisholm complies with Australian Government requirements, as well as operating in a way that benefits students and provides them with quality education.



This is the Victorian Government organisation that regulates to ensure provision of quality learning outcomes in safe and well-governed environments. We work closely with VRQA to ensure we are performing to the highest standards.



TEQSA is Australia's independent national regulator of the higher education sector. Our degree programs are designed to meet the rigorous TEQSA standards that also apply to Australian universities.

Stay in touch

Apart from our website and dedicated contact centre, you can connect with us on our social channels. We regularly update our community and share exciting news, events and achievements. This means you can start participating in Chisholm life even before you start your journey with us or once you've completed it.



facebook.com/chisholmInstitute



instagram.com/chisholm_institute



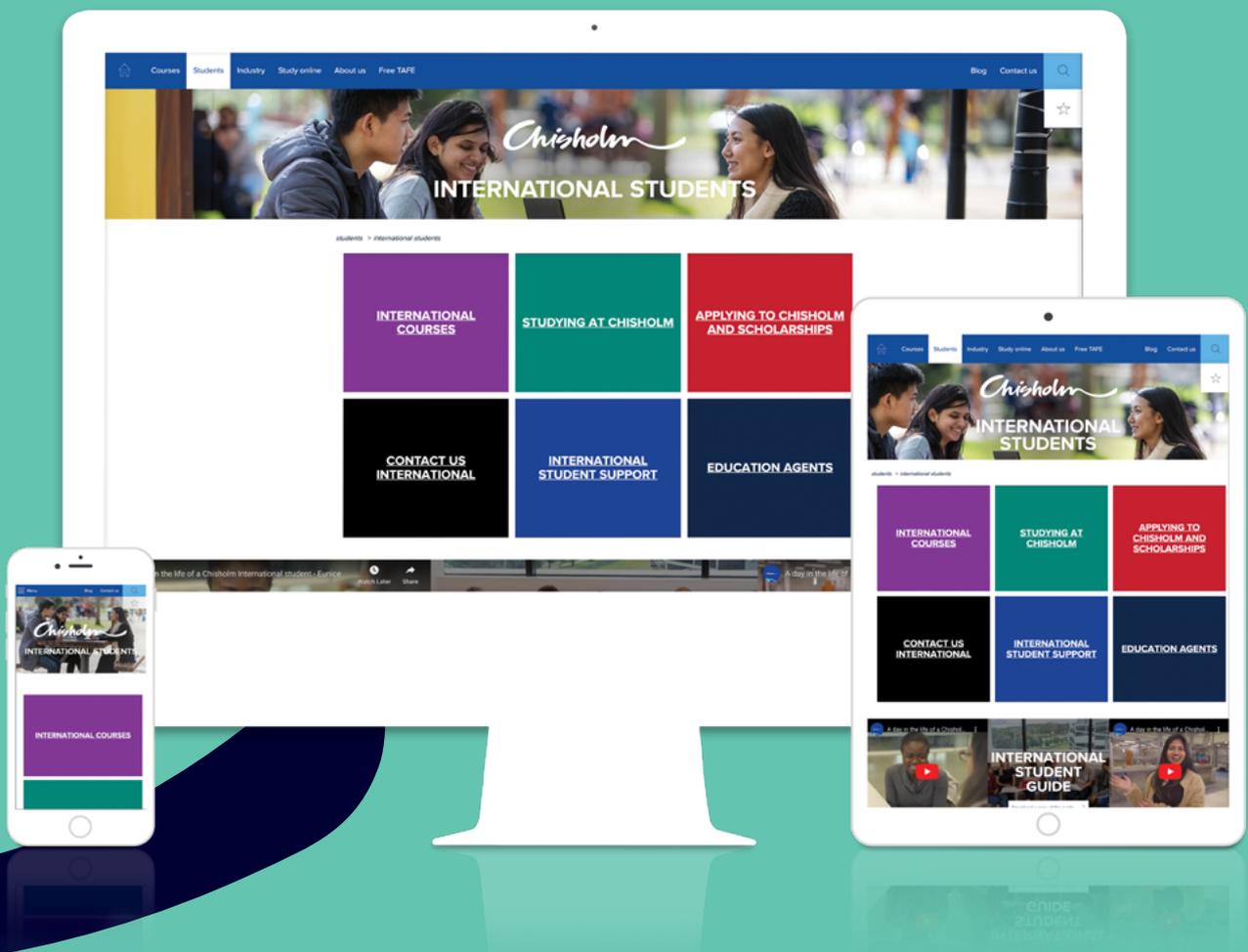
youtube.com/chisholmInst



linkedin.com/company/chisholm-institute



twitter.com/chisholm_Inst



Chisholm
Melbourne Australia

Correct at time of print. Subject to change. Visit chisholm.edu.au/international or call +61 3 9212 5040 for the latest course and enrolment information.

2324_0623 CRICOS No 00881F RTO No 0260 TEQSA PRV12123