Thank you for your interest in Danford College. The purpose of this handbook is to introduce you to the services available to you here at our College and provide you with some general information about life in Australia. If you have any further questions please do not hesitate to contact us.

Message from CEO

Dear Students,

It is my pleasure to welcome you to Danford College. We are committed to helping you gain new skills, knowledge and professional competency, which may assist you in achieving employment, career progression or pathways to higher education.

Danford College is a young, dynamic and friendly college in beautiful surroundings located in Melbourne offering the chance to study in a peaceful environment with professional staff. I have a strong passion for education and when asked, what is your religion? My response is ‘continual education.’ I do not compromise on quality and expect the same of my staff. Our motto is to provide ‘Quality Education’ which is backed by experienced teaching staff, quality materials, suitable facilities and a professional management team. Our trainers/assessors are highly experienced and successful in their relevant industry.

Our programs are designed in consultation with industry to ensure students acquire the practical skills and theoretical knowledge aligned with the key employability skills which are imperative to succeed in today’s competitive job market. It is important to have a balance in life, to study successfully and to deal with difficulties as they arise. Our friendly student support staff is available to provide you with assistance on any matters related to your study. Please do not hesitate to contact our staff.

We encourage you to take full advantage of the opportunities available to you and look forward to celebrating your achievements in the future.

We look forward to helping you to achieve your study goals and making your experience at the College enjoyable and memorable.

Please contact us if you would like further information about our courses. You can email through your contact details on our website, or ring and speak to a staff member about your area of interest.

Thank you for your interest in Danford College.

Vikas Wadhwa
Chief Executive Officer

www.danford.edu.au
Why Choose Danford College

Danford College is a young, dynamic and friendly college in beautiful surroundings located in Melbourne offering the chance to study in peaceful environment with professional staff. Our goal is to provide students with the technical knowledge, skills and hands on training needed to succeed in many of today's popular fields. We are dedicated to providing quality programs that are sound in concept implemented by a dedicated faculty and geared towards those seeking a solid education foundation for employment in their chosen field. We achieve this by our devoted instructors, small class sizes, flexible start dates and our recognized and standardized curriculum, ensure that you get the most out of the time that you invest in your education.

We believe that an educational institute should be a place of light, of liberty and of learning.

Our teachers/facilitators are highly experienced and successful in the industry. All facilitators are working with the latest creative techniques & styles. The Danford College is a registered training organisation with the Australian Government Qualification Authorities. We provide a learning environment in which education and culture go hand in hand, as it seeks to develop the full potential of each student. We provide state of the art professional training facilities to give students the maximum comfort and friendly atmosphere to complete their training. All programs of study at Danford College lead to national qualification – recognized by employers and professional bodies.
**Living in Australia**

Australia is a land of contrasts - sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants that are unique on the planet. The surface geology is typically old and flat, with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

**About Victoria – Melbourne**

Melbourne is the capital of the State of Victoria and set around the shores of Port Phillip Bay with its beautiful beaches and water sports facilities. The city itself, laid out in a large rectangle and boasting a lively and cosmopolitan pulse, sits on the northern banks of the Yarra River, about five kilometres from the bay.

Melbourne is a world-renowned for its cultural influence in its restaurants and cafés, and the home of major cultural events, and is also considered to be the sporting capital of Australia. Melbourne, once voted the world’s ‘most liveable city’, enjoys clean fresh air and beautiful parks and gardens.

Further information on Melbourne is available from www.visitvictoria.com
About Danford College

Danford College Melbourne Campus

Danford College is conveniently located on the Collins Street close to the famous Southern Cross station on Spencer Street and other public transport and facilities.

Collins Street is a major street in the Melbourne central business district and runs approximately east to west. It is notable as Melbourne’s traditional main street and best Known Street. It is also often regarded as Australia’s premier street, with some of the country’s finest Victorian era buildings and most exclusive boutiques and high-end retailers.

For over 170 years, Melburnians have considered Collins Street to be the grandest street of this great city.

Flamboyant English journalist George Augustus Sala visited Melbourne in 1885. During his visit, Sala coined and repeatedly used the words “Marvellous Melbourne” to describe the City.

Sala particularly referred to Collins Street with great warmth … His words included charm, vitality, and solid comforting presence plus even in 1885 with reference to the preservation of the early buildings of Collins Street.

Today, Australians recognise Collins as a magnificent tree lined street, now extending past Spencer Street into the newly developed area of Docklands, as the “Premier Street”.

No other street in any of our Australian capital cities, has the charm and style which includes in its mix of three churches, five leading hotels, two live theatres, the splendid Town Hall — civic building plus the “Paris End” with international five star shopping, leading clubs, all the banks, financial services, medical specialists, leading legal firms, great eating, commercial offices and major media outlets!

Collins Street is serviced by Melbourne’s famous tram network and has easy access from three nearby train stations. Treat yourself to Collins Street, as George Augustus Sala did in 1885 and thousands of Melburnians do every day.
Student Support Services
Being an international student is exciting, but it can also be challenging. We have a designated Student Support officer who can be approached to gain advice on academic and personal issues. Student Support offers professional and confidential advice in areas where they can help. They can also provide links to external sources of support where the College is not qualified.

Facilities
• Computer Lab
• Common Room
• Learning Support
• Help to find Accommodation
• Airport Pickup

Danford College has suitable facilities and resources available to Students and provides support and guidance in all areas of a student's life.

Classrooms
All classrooms are air-conditioned and are furnished with appropriate classroom furniture and equipment for effective learning to take place.

Student Lounge
The College provides a student lounge area which is a comfortable area within the building for students to relax, meet others, and converse. Which can also be used as an area to find information on social activities, rooms available to rent/share, and other general information related to international students living in Australia.

Overseas Student Health Cover (OSHC)
As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. This can be arranged by Danford College on behalf of students, should you choose to do so.

For further information please visit www.ahm.com.au/7402/oshc/oshc-cover-options

Tuition Protection Service (TPS)
The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:
• complete their studies in another course or with another education provider or
• receive a refund of their unspent tuition fees.

Australia has a well established international education sector with over 1200 education providers delivering a high quality education to international students. For many years now Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa. Recent changes to the Education Services for Overseas Students (ESOS) Act have further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS)
In the unlikely event your education provider is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider’s ‘default obligations’), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

Download the PDF version: https://tps.gov.au/Content/Downloads/Students overview KCF.pdf

For further information please visit college website at http://www.danford.edu.au/

**Working while Studying**

People granted student visas on or after 26 April 2008 receive permission to work with their visa grant. This applies to both the primary student and any family members travelling with them on their student visa. As a result, most student visa holders no longer need to apply separately in Australia for permission to work. The new arrangement saves student visa holders time and money.

Students are not allowed to work until they have started their course. They can work up to 40 hours a fortnight while their course is in session (excluding any work undertaken as a registered component of their course of study or training) and they can work unlimited hours during scheduled course breaks.

Subclass 574 visa holders can work unlimited hours once their higher degree by research course has started. Family members of students are not allowed to work until the student begins their course. They are allowed to work up to 40 hours per fortnight at all times. Family members of students who have started a masters or doctorate course on a subclass 573, 574 or 576 student visa may work unlimited hours.

**Admission Requirements for International Students**

**English Language Requirements**

An English Language proficiency level of one of the below:

- IELTS band score of 5.5 (Academic or general version) or equivalent internationally recognized exam result in line with DIAC regulations
- IELTS band score of 5.0 (Academic or general version) then Satisfactory completion of ELICOS or ESL up to 20 weeks [OR]
- Completed secondary studies equivalent to an Australian Year 12 qualification from an English – language speaking country.

Other entry requirements for International students include:

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<th>Academic</th>
<th>Completion of senior high school or equivalent to the Australian Year 12 of education.</th>
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<td>Regulatory</td>
<td>A current and valid passport - A valid study visa that covers the duration of study for the course (For onshore International students).</td>
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<td>Age at Commencement</td>
<td>Age at Commencement The college will not accept overseas students who would be under 18 years of age at the time of proposed commencement.</td>
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Accommodation while living in Australia
For many students arriving for the first time in Australia, accommodation is likely to be a prime consideration. We at Danford College understand their requirement and have a comprehensive accommodation service, which aims to provide its students with a high quality, safe, affordable and happy environment for both their academic and social life. There exists a wide range of accommodation options, from home stays, boarding schools, shared housing, apartments and quality campus facilities.

Cost of Living
International students must have enough money to pay their travel, tuition and living expenses for themselves, their spouse and their dependent children for the duration of their stay in Australia. Approximate cost for living in Australia is AUD$18000- AUD$20000 per year depending on your lifestyle. An International Student with an adult dependent will need an extra AUD$4000-AUD$6000. An International Student with dependent children will need an extra AUD$3000-AUD$5000.

Refunds
If an application for a student visa is rejected for an international student applying for enrolment from off-shore, then all course fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The Application fee will not be refunded. Conditions under which Danford College will refund course fees:
• If the offered course does not start on the scheduled starting date or an alternative agreed starting day.
• If the course ceases to be provided after the course starts but before the course is completed.
• If a course is not provided fully to the student because we have had a sanction imposed by ASQA or DEEWKR under either the Standards for NVR Registered Organisations and/or the ESOS Act 2000.
We will pay a full refund to all students within two weeks of provider default. Refunds paid if a student does not commence or withdraws from the course:
If a student withdraws from a course at anytime after the commencement date of the course No Refund will be made, except -
We will refund the total course fees we received from the student paid prior to either the course commencement date or the student withdrawal date less:

In the case of a student withdrawal:
• 20% of the course fees if we receive more than 27 days notice of withdrawal
• 40% of the course fees if we receive less than 28 days notice of withdrawal
• If a student withdraws from a course at anytime after the commencement date of the course No Refund will be made.

Tuition Fees Note
Any fee paid by Credit Card will incur a Credit Card Surcharge of 2.5%. Any fees not paid by the due date will incur an 18% late payment fee, based on the amount overdue prorated over the period of time overdue.

How to Apply
Applying for admission at Danford College is an easy process, for further information please refer to our college website http://www.danford.edu.au/courses/how-to-apply