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**Welcome**

Pax Institute of Education is a private Registered Training Organisation (RTO) located in Melbourne. CBT providing quality education in Business and English programs. Here at Pax we pride ourselves on our commitment to education and our high level of student support and our expertise in training. All of our programs are nationally recognized under the Australian Qualification Framework.

Pax provides a level of customer service, flexibility and academic excellence that only a private institute can offer. You will be a valued client and your individual needs are our priority. Class sizes are limited so more personalized tuition and attention can be achieved.

Here at Pax Institute of Education we understand that choosing your education provider overseas is a very important decision. Therefore, but aim is to ensure you have a high quality learning experience that provides you with opportunities to reach your potential and achieve your goals whilst also being an enjoyable and worthwhile experience.

**Why Study at Pax?**

- Access to high-quality teaching staff
- State-of-the-art facilities
- High-quality support and service
- Value for money
- Accredited, nationally recognized programs
Melbourne, the capital city of the southern State of Victoria, is a thriving city of 4.5 million people. As the second largest city in Australia, Melbourne prides itself on a multicultural heritage with residents from across every part of the world. Its diversity and rich heritage can be experienced through the city's sports, artistic, social and religious life.

As a friendly and cosmopolitan city where many different communities add to its vitality through language and food, Melbourne is a leading centre of art and culture. The city has a wealth of galleries and museums and plays host to many cultural events, exhibitions and film festivals all year round.

The close proximity of sparkling beaches, parks, mountains and forests add to the appeal and natural beauty of Melbourne. Activities in the city encourage an outdoor lifestyle with access to world class sporting facilities and events. A sports living city, those visiting or moving to Melbourne can easily become involved in sports such as football, swimming, tennis, golf and basketball.

In a recent international survey, Melbourne was judged one of the world’s most liveable cities because of its safe and friendly environment, moderate cost of living, friendly citizens and quality infrastructure including housing, health and education services.

Melbourne is one of the most chosen destinations for overseas students with an international reputation for the highest standards of education and training. Teachers are leaders in their professions, courses are closely linked to business and industry and student fees are government protected and guaranteed.
Why Study At Pax Institute

A Path To A Successful Career
We offer pathways and direct entry programs to higher education at Kent Institute of Business & Technology – CICOS 00191E.

Quality Academic Staff
We understand that great teachers equal a great education. This is why PIE seeks to employ committed, caring, qualified and experienced lecturers, instructors and teachers. Our learning processes will ensure that you are supported throughout your study at PIE. Teachers maintain their own innovative and current teaching methods so they can deliver the best results to you.

Modern Facilities
We provide modern classrooms with the latest technology to ensure you have a varied and innovative learning environment. Our Campus is filled with natural light. Kitchen facilities including microwaves and fridges are also provided in student common areas.

Location
Recently voted the world’s most liveable city, Melbourne has so much to offer. International students love Melbourne for its safe, multicultural society, reasonable living and transport costs and of course its world-class range of events, food and shopping.

Airport Pickup Service
Pax Institute of Education can arrange an airport pickup service to take the stress away from arriving in a new country. If you would like this service, please indicate so on the application form. The cost is AUD$120 and is payable with the tuition fees.

Accommodation Options
There are many options of accommodation available for students.

- Homestay – for many students who are away from home for the first time, this choice of accommodation provides a good way to test the Australian lifestyle and customs while living in a family environment. Homestays approximately cost AUD$200 per week and include most meals. All use the services of an agency to provide homestays. If you are interested in Homestay, indicate on the application form.
- Rental properties – where students can rent a property either alone or shared with other people. Shared accommodation costs reduce the cost of living. You can rent either furnished or unfurnished houses or apartments. Rent varies depending on whether you share or live alone. It can range from AUD$150 to AUD$300 per week. Students are advised regarding rental options.
- Short term hotel or hostels accommodation – this is suitable when students need somewhere to stay on a short-term basis while arranging their long-term accommodation needs.

For further information and assistance with Accommodation, please email student services on studentenquiries@pax.edu.au or visit reception.

Orientation
As many students find life in Australia quite different from life in their home country, orientation activities are provided to help students become familiar with Australian culture and customs and to introduce students to the Institute and its services.

All students will provide with an Orientation Guide which details many aspects of living and studying in Melbourne and introduces students to life in Australia. An orientation session prior to commencement of the course will include a campus familiarisation tour, orientation at First, living in Australia, and opportunities for meeting other students.

Living in Melbourne
In addition to your tuition fees, a single student will require approximately AUD$1,000 per year for the cost of living. This is estimated as living costs, which cover: the expense of accommodation, transport, food and general daily expenses. The cost of airfare, insurance, and Student Health Cover, visa cost and tuition fees are additional. A married student will need an additional AUD$1,000 for a spouse and an additional AUD$1,000 per child. In addition, it is compulsory for children aged between 5 and 16 years to attend school and pay school fees. School aged dependents will be required to pay full fees irrespective of enrolling in a government or non-government school. For more information, please go to www.studyinaustralia.gov.au.
General Information

Overseas Students Health Cover
(OSHC)

International students are required by the Australian Government to join a private health insurance scheme. You will need to pay the full OSHC premium at the same time as the tuition fee as OSHC must be paid before a student visa is issued. Pax Institute can arrange this for you.

ESGOS Framework

Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESGOS framework and they include the Education Services for Overseas (ESGOS) Act 2000 and the National Code 2007. Pax Institute of Education is governed by the ESGOS framework and is committed to fulfilling its obligations. For full description of ESGOS Framework please refer to our website: www.pax.edu.au or go to http://www.nationaltraining.gov.au/ESGOS-Fact-Sheet.pdf

Use of Personal Information

Your enrolment, attendance and academic performance may be provided to Australian Commonwealth and State agencies under Education Services for Overseas Students Act 2000. PIE is required under Australian law to advise the Department of Immigration and Border Protection of changes to your enrolment or any breach of visa conditions.

Your Personal Information that is available to the Institute cannot be disclosed to third parties, including your family members, without your written consent.

Recognition of Prior Learning (RPL) & Credit Transfer

RPL is an assessment of non-formal and previous work or life experience can determine the extent to which a student has already attained the required learning outcomes and or units of competency in a qualification.

Pax Institute of Education offers RPL to all applications (fees apply) and also recognizes and awards any Australian Qualifications Framework qualifications and Statements of Attainment that are issued by other Registered Training Organizations (RTOs). Credit transfer is given for units of competency for which an original official Certificate or Statement of Attainment is produced.

For further details please refer to our website www.pax.edu.au

Suspension and Cancellation of Enrolment

Students are able to defer the commencement of their studies or temporarily suspend their studies in limited circumstances. Students must refer to the policy on the Institute’s website for more details. A student’s enrolment may be cancelled or suspended by the Institute in the following circumstances: misbehavior, taking leave from study without permission, continued non-payment of fees, not maintaining satisfactory course progress or attendance, behavior indicating that you are not a bona fide student and not maintaining personal contact details with the Institution.

Attendance Requirements

As an overseas student, it is a condition of your visa that you attend a minimum of 80% of your scheduled classes in each term. Your attendance will be recorded at the beginning of each class, and if you are absent from classed to the point that you will no longer be able to satisfy the minimum attendance requirement for the term, PIE is required to notify DEEWR.
# Course Information

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Tuition Fees</th>
<th>Materials Fees</th>
<th>Duration Terms/Teaching Weeks/Total Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert III in EAL (Further Study) 22356VIC</td>
<td>082770E</td>
<td>$7000</td>
<td>$250</td>
<td>2 Terms 23/27 Weeks</td>
</tr>
<tr>
<td>Certificate IV in EAL (Further Study) 22256VIC</td>
<td>082751D</td>
<td>$7000</td>
<td>$250</td>
<td>2 Terms 21/25 Weeks</td>
</tr>
<tr>
<td>Diploma of Business BS852015</td>
<td>087250G</td>
<td>$7000</td>
<td>$250</td>
<td>3 Terms 29/38 Weeks</td>
</tr>
</tbody>
</table>

**Change of Tuition Fee**

Fees are subject to change without notice prior to the enrolment. Once a student enrolled, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

**School-aged Dependents**

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children to attend school until the age of 16, the choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend schools until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, college or university that they enrol in whilst in Australia.
**CERTIFICATE III IN EAL - FURTHER STUDY**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>2256VVIC</th>
<th>Cricos 092750E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>27 weeks including holidays</td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Material Fees</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Mode of Study</td>
<td>Face to face delivery</td>
<td></td>
</tr>
</tbody>
</table>

**Entry Requirements:**
- Minimum English level of IELTS 4.0 or equivalent
- Applicants must be 18 years of age or above.

**Description**
This course is for participants who need to develop English language skills to participate in a range of face-to-face interactions and transactions in social and community contexts and to read and write straightforward texts for a range of purposes.

**Teaching and Assessment Method**
Teaching consists of face-to-face classroom teaching. Assessments are through observation, written and verbal tasks, projects, portfolios and case studies.

- VU21470 Investigate issues in the Australian environment
- VU21471 Identify and describe key skills in English
- VU21472 Analyse and present straightforward texts relevant to further study
- VU21473 Compare and contrast straightforward texts relevant to further study
- VU21474 Use language learning strategies and study skills
- VU21475 Implement and review project

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**CERTIFICATE IV IN EAL - FURTHER STUDY**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>2256VVIC</th>
<th>Cricos 092751D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>26 weeks including holidays</td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Material Fees</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Mode of Study</td>
<td>Face to face delivery</td>
<td></td>
</tr>
</tbody>
</table>

**Entry Requirements:**
- Minimum English level of IELTS 4.5 or equivalent
- Applicants must be 18 years of age or above.

**Description**
Certificate IV (Further Study) outcomes are designed for those who require consolidation of advanced level English speaking and listening, reading, writing, literacy skills including digital literacy skills, and study skills in English prior to accessing a range of further study pathways including higher education. Participants include those who have already completed or partially completed further or higher education, those who wish to upgrade their qualifications and those wishing to enter higher level qualifications for the first time. The purpose of this course is to develop communication and research skills and knowledge at a complex level together with knowledge of the Australian education system. Outcomes are designed to support those who wish to use their existing skills and knowledge in their language in the workplace, for example as interpreter and providing bilingual support, to gain access to further training to support employment.

**Teaching and Assessment Method**
Teaching consists of face-to-face classroom teaching. Assessments are through observation, written and verbal tasks, projects, portfolios and case studies.

- VU21514 Use language analysis skills to review own texts
- R56WRT401A Write complex documents
- VU21506 Give complex presentations for further study
- VU21509 Analyse and participate in complex spoken discourse for further study
- VU21510 Take notes from complex oral texts for further study
- VU21511 Read and write complex texts for research purposes
- VU21512 Read and write complex texts for further study
- VU21513 Use critical reading and writing skills for further study
BSB 50215 DIPLOMA OF BUSINESS

Course: 097353G
Length: 33 weeks including holidays
Tuition Fees: $37000
Material Fees: $350
Mode of Study: Face to face delivery

Entry Requirements:
- Successful completion of Year 12 or equivalent
- Minimum English level of IELTS 5.5 or equivalent or by completing the pathway of Cert III or IV in EAL offered at Princeton Institute
- Applicants must be 18 years of age or above

Description
This qualification would apply to individuals with various job titles including assistant managers, program coordinators. Individuals in these roles may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business tasks.

Course Structure
The following 8 units of competency must be completed to successfully complete this qualification
- BSBADM402 Manage meetings
- BSBADM408 Manage business document design and development
- BSBHRM508 Manage recruitment, selection and induction processes
- BSBWHS501 Ensure a safe workplace
- BSBPMK522 Undertake project work
- BSBMGT401 Show leadership in the workplace
- BSBIRK501 Manage risk
- BSBWOR501 Manage personal work priorities and professional development

Teaching and Assessment Methods
Teaching in classroom-based with lectures, team tasks, case study analysis and workshops. Assessment is an ongoing and continuous process, consisting of tests, assignments, case study analysis and practical assessments.

Employment Opportunities
On completion of the Diploma students may find employment as an Office Manager, Administration Officer or other positions as needed in a business environment.
How to Apply

1. Complete the application form available at the end of this brochure or on the website at www.paxinstitut.educ.edu.au and either fax, email or post to:

   Post:  Pax Institute of Education  
         16/190 Queen Street  
         Melbourne Vic 3000 Victoria  
         Australia

   Email:  admissions@pax.edu.au

   Fax:  +61 3 9041 3467

2. Attach evidence of meeting the entry requirements – your academic qualifications and evidence of English language ability (IELTS)

3. Before you submit your application ensure you have:
   • signed the application form
   • attached copies of English language proficiency (IELTS, TOEFL)
   • attach a copy of your academic transcript
   • attach a copy of your passport

4. Once we assess your application, you will receive a Letter of Offer and Acceptance Agreement. Return the Acceptance agreement with your initial deposit to receive your ECOE (electronic confirmation of enrolment)

5. To confirm your enrolment you must pay your deposit by either bank cheque or electronic funds transfer. Please quote your reference number when making a payment (found on your Letter of Offer). Your ECOE will then be forwarded to you directly or through your education agent.
Fees

Fees and other Costs
Tuition fees must be paid one semester in advance on commencement. Material fees and other expenses such as uniforms, photocopying or kitchen kit will be an extra cost that students are required to pay.

Students must pay their tuition fees 4 weeks prior to the commencement of the next term.

Students will be charged the same tuition fees for the duration of course the student enrolls in initially. Any fees structure, if applicable, will be applied if the student changes their course.

The amount of material fees and other costs such as uniforms and equipment will vary depending on the course. The Institute may review and adjust the material and textbook fees annually.

The Institute does not accept any liability for any fees paid to an agent, either in Australia or overseas, in relation to an application to the Institute.

Payment Method
All fees should be paid in the form of bank draft, credit card, electronic funds transfer or telegraphic transfer. No cash will be accepted at the Institute.

The bank details of the Institute are:
Account Name: PAX Institute of Education Pty Ltd
Account Number: 063 010
SWIFT Code: CDBAAA2S

In the case of telegraphic transfer payment, evidence of the transaction with the Student's reference number (found on letter of Offer) should be forwarded to the Institute with the acceptance form as the payment identification.

Credit Transfer and RPL
There will be a charge of $200 for the Recognition of Prior Learning (RPL) assessment of each unit by the Institute. There is no charge for credit transfer.

Repeal Units
Additional fees may apply to students who need to repeat subjects or re-assessment of the subjects. The actual cost will vary depending on the nature of the work to be repeated and the number of students who need to repeat at that time. The charge could be up to $55.00 per hour.

Late Payment
A student who fails to pay the fees on time will attract a late processing fee of $25.00 per week. Students who have not paid fee for tuition that has been received are not able to receive their results until outstanding dues are paid.

Refer to the Refund and Payment Policy and Terms and Conditions of Enrolment at the end of this brochure.
5. COURSE DETAILS IN AUSTRALIA

Tick the course(s) you are applying for:

☐ Certificate III in EAL (Further Study) (Course Code: 22255NSC, CRICOS Course code: 02707M) (Duration: 27 weeks)
☐ Certificate IV in EAL (Further Study) (Course Code: 22256NSC, CRICOS Course code: 02708M) (Duration: 26 weeks)
☐ Diploma of Business (Course Code: 090900069, CRICOS Course code: 029069N) (Duration: 38 weeks)

Which intake of 2015 would you like to apply for?


6. EDUCATION BACKGROUND

Highest level of study achieved* (e.g. Secondary, Diploma, Degree):

*Attach Evidence

Complete Study: ☐ Yes ☐ No

Institution: 
Country: 
Are you currently enrolled in another institution?

☐ Yes ☐ No

Yes, if yes, Name of the Institution:
Name of the course currently studying:

7. ENGLISH PROFICIENCY

Indicate your current English language proficiency:

First language: English ☐ Yes ☐ No

IELTS Overall Score: Individual bands: Reading, Listening, Writing, Speaking:

Date of test:

Other (please specify):

8. EMPLOYMENT HISTORY

If you believe you have relevant employment experience, please attach details.

9. ARE YOU APPLYING FOR CREDIT TRANSFER OR RPL?

☐ Yes ☐ No

If you have ticked the box above indicating you are applying for credit transfer or RPL, information will be emailed to you at the email address you have supplied. No fee charged for credit transfer. There is $300 charge per RPL.

10. HEALTH COVER

Student visa applicants: Would you like the Institute of Education to arrange Overseas Student Health Cover?

☐ Yes ☐ No

If yes, please provide evidence

If yes, select one of the following coverage types:

☐ Single ☐ Family ☐ One dependent (spouse or child)

More than one dependent, please select one of the following options:

☐ Spouse & child/children ☐ Children only

Do you consider yourself to have a permanent and significant Disability?

☐ Yes ☐ No

If Yes, Please indicate:

☐ Hearing/Cut ☐ Physical ☐ Intellectual ☐ Learning ☐ Medical Condition ☐ Mental Illness ☐ Vision

Other (please specify):

11. ACCOMMODATION AND AIRPORT TRANSFER:

Do you wish to apply for on-campus accommodation?

☐ Yes ☐ No

Do you wish to be met at the airport and transferred to your accommodation?

☐ Yes ☐ No

12. DOCUMENTS ATTACHED TO THIS APPLICATION

(You must attach certified copies of all relevant academic certificates and transcripts)

☐ Academic Transcript ☐ IELTS Certificate or equivalent proof of English ☐ Relevant work experience, if applicable

☐ Passport copy ☐ Copy of current Australian visa, if applicable

13. AGENT DETAILS

Agent Name:

Agent Address:

Telephone: Facsimile:

Email: Mobile Phone Number:

14. APPLICATIONS (Submit your completed application to one of the following)

Email: students@poe.edu.au

Fax: +61 3 9041 3407

Postal Address: 10, 50 Queen Street, Melbourne, VIC 3000

The Institute of Education will contact you with the details of the enrollment process upon receipt of this application.

You may need to provide the Institute of Education with further details or documents.
15. HOW DID YOU HEAR ABOUT PAX INSTITUTE OF EDUCATION?

- Pax Institute of Education website
- Necessary/Magazine
- Exhibition/Par
- Facebook
- Friend/Family

Is the family member a current or former Pax Institute of Education student? Yes [ ] Yes [ ]

- Recommended by an education agent [ ]
- Other, please specify:

16. STUDENT DECLARATION

I acknowledge that I have read and understand the information provided above. I also acknowledge that I have read the Pax Institute of Education’s student policies, website, marketing material, and received full information from the Pax Institute of Education agent before making the decision to enrol in the course. The information and the documents provided are true and genuine and reflect all aspects.

Signature: ____________________________

Date: ____________________________

17. OFFICE USE ONLY

Date Application Received: ____________________________

Day ( )

Month ( )

Year ( )

Received by: ____________________________

Decision on Application: [ ] Accepted [ ] Rejected

Name: ____________________________

Signature: ____________________________

Payment Method

All fees should be paid in the form of bank draft, credit card, electronic fund transfer or telegraphic transfer.

The bank details of the Institute:

- Account Name: Pax Institute of Education Pty Ltd
- Account Number: 12052304

Swift Number: CTBAAU25

- Checks are to be made payable to Pax Institute of Education
- In case of telegraphic transfer for payment, evidence of the transfer with the student’s reference number (found on Letter of Offer) should be forwarded to the Institute with the acceptance form as the payment identification.

Refund Policy

Purpose: The purpose of this policy is to set out the circumstances under which students may claim a refund and the associated procedures for handling refunds.

Responsibility: Administration Manager is responsible for reviewing the refund requests and processing them.

Procedure:

1. Refund application requests must be made in writing on the student refund request form provided by Pax Institute of Education, or alternatively, the refund request form may be downloaded from the website (www.paxedu.com).

2. Filled in form must be submitted with the administration department.

3. The Administration Manager will process and approve the refund amount (if applicable) based on the circumstances listed below.

4. Refund will be made directly to the account stated in the refund request form and the student will be informed about the same via an email.

5. If the student is ineligible for any refund, based on the circumstances as stated below, the student will be informed of the same via an email.

6. Any refund given will be recorded in the Institute student management systems so that each student’s financial status is known.

Fee Refund Conditions

1.0 Provider/Refund

Provide a refund in the following situations:

- The course does not begin on the agreed commencement date.
- This course is not completed by the student at any time after it commences before it is completed.
- The course is not provided in full.
- In the event that the student has not completed the course.

If the refund amount is not returned to the student for any reason, the refund will be calculated as follows:

- If the refund amount is received within 14 days of the agreed commencement date, the full refund will be granted.
- If the refund amount is received within 28 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 10% of the total fee will be applied.
- If the refund amount is received within 42 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 20% of the total fee will be applied.
- If the refund amount is received within 56 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 30% of the total fee will be applied.
- If the refund amount is received within 70 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 40% of the total fee will be applied.
- If the refund amount is received within 84 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 50% of the total fee will be applied.
- If the refund amount is received within 98 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 60% of the total fee will be applied.
- If the refund amount is received within 112 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 70% of the total fee will be applied.
- If the refund amount is received within 126 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 80% of the total fee will be applied.
- If the refund amount is received within 140 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 90% of the total fee will be applied.
- If the refund amount is received within 154 days of the agreed commencement date, the refund will be calculated as follows:
- A deduction of 100% of the total fee will be applied.

Refund Procedures

- The student will be informed in writing that the Institute has determined the method of reimbursement.
- The money will be refunded to the student within 14 days after the written request (received).

Enrolment Application

Pax Institute of Education (trading as Pax Institute of Education)

CRICOS Provider Number: 03132D RTO: 22367
2.8 Visa refused before course commencement

2.9 Visa refused after course commencement date

2.10 Conditions

3.0 Reimbursement:

A written request for a refund will be required before the commencement of the course.

Pax

This agreement and availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws (Standards 3 and 4 - The National Code 2007).

I acknowledge that I have read and understood the Reimbursement Policy of Pax Institute of Education.

Student Name: ____________________________

Student Signature: ________________________

Date: ____________________________