

TaylorsCollege

PREPARATION FOR UNIVERSITY SUCCESS

DIPLOMA OF COMMERCE

DEVELOPED IN CONSULTATION WITH
THE UNIVERSITY OF WESTERN AUSTRALIA

Your pathway to a Bachelor of Commerce at UWA

2014

INTERNATIONAL STUDENT PROSPECTUS

taylorscollege.edu.au

Welcome

A very warm welcome to Taylors College Perth; a vibrant community on a beautiful garden campus offering an ideal combination of experienced academic staff, high quality education courses, modern facilities and resources and an entertaining suite of social and sporting activities.

Within these pages I invite you to explore our Diploma of Commerce course which leads directly to second year studies within The University of Western Australia Business School.

My challenge to you is to embrace the opportunity presented by this pathway. Study well and reap the rewards. I look forward to seeing you at our campus.



David Berry

Campus Director, Taylors College Perth



CONTENTS

- 03 The University of Western Australia
- 04 Why study the Diploma of Commerce?
- 05 Perth - Australia's fastest growing city
- 06 Accommodation - Where to stay in Perth
- 07 Our Campus - Taylors College Perth
- 08 English Pathway - Taylors English Language Preparation (TELP)
- 09 Diploma of Commerce
- 10 Course Information
- 12 Terms and Conditions
- 14 How to Apply
- 15 Entry Requirements



THE UNIVERSITY OF
WESTERN AUSTRALIA

A MEMBER OF AUSTRALIA'S
'GROUP OF EIGHT' LEADING
UNIVERSITIES.

BY CHOOSING TO STUDY THE
DIPLOMA OF COMMERCE
YOU ARE TAKING THE FIRST
STEP TOWARDS ENTRY
INTO UWA, FROM WHICH
YOU WILL GRADUATE WITH
AN INTERNATIONALLY-
RECOGNISED QUALIFICATION
THAT WILL BE WELL
REGARDED BY EMPLOYERS
ACROSS THE WORLD.

A GREAT REPUTATION

UWA is Western Australia's premier university, making it the place for you to study in Perth.

UWA GRADUATES GET GREAT JOBS

UWA graduates have consistently enjoyed stronger employment rates when compared to graduates from other West Australian universities and, in nearly all fields, they also fare better than similar graduates from other Australian universities.*

You can be confident that your UWA degree will be an investment in your future — both financially and intellectually.

DYNAMIC AND FUN ENVIRONMENT

With over 24,000 students enrolled at UWA from Australia and around the world, it is a vibrant and exciting place to be.

PRACTICAL EXPERIENCE

UWA offers many practical learning experiences both within and outside the classroom, enhancing your skills and giving you essential knowledge of your planned industry.

For example, The Business Practicum (which can be taken at Level 3) allows students to earn credit towards their degree while working on a supervised project in a workplace of their choice.

UWA STUDENTS GET RESULTS

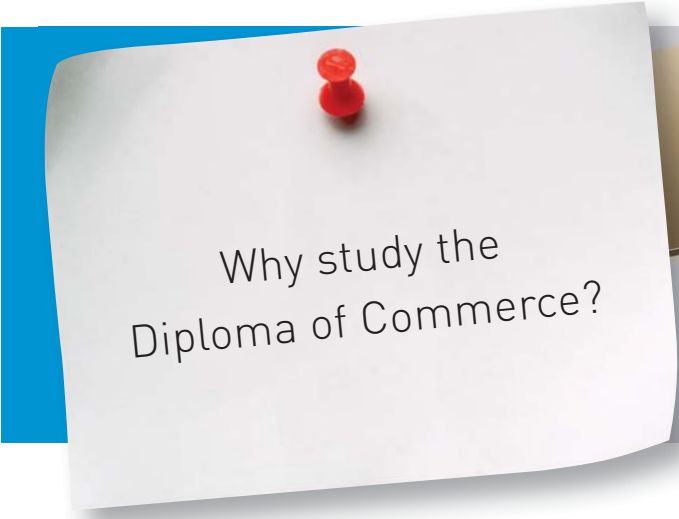
The success of UWA's student population is recognised worldwide as is their commitment to making the world a better place.

In 2012, for example, the Enactus UWA team were national winners and competed in Washington DC at the Enactus World Cup for their entrepreneurship projects that encourage empowerment of people in need both locally and overseas. These students use the skills that they learn in the classroom to identify a need in society and come up with an innovative and sustainable solution to the problem, changing lives along the way.

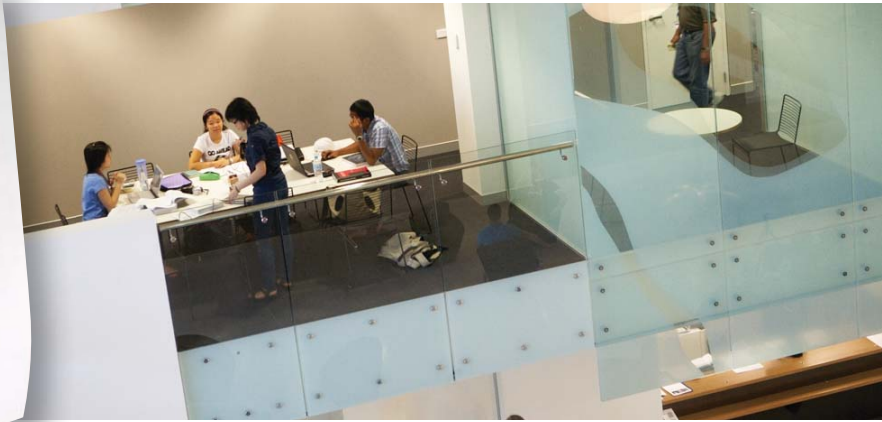
HELP AND SUPPORT

The University offers you the help and support you need to ensure that you complete your studies successfully through programs such as UniMentor. Here first-year students are linked with a more experienced student to help them get the most from their studies and life at university.

* Based on results from the Graduate Destinations Survey careers.uwa.edu.au/staff/survey/findings



Why study the Diploma of Commerce?



THE DIPLOMA OF COMMERCE OFFERS YOU A NUMBER OF KEY ADVANTAGES THAT WILL ENSURE A SMOOTH TRANSITION INTO UWA.

GUARANTEED ENTRY INTO THE UWA BACHELOR OF COMMERCE

Once you have successfully completed the Diploma and met all the necessary entry requirements, you are guaranteed a place in the second year of a UWA Bachelor of Commerce.

Here you can choose a maximum of two subject majors from the list below:

- Accounting
- Business Law
- Economics
- Finance
- Human Resource Management
- Marketing
- Management.

This will allow you to specialise in your chosen field and go on to have the career you have always wanted.

CHOICE OF EITHER EIGHT OR 12 MONTH STUDY OPTIONS

The Diploma is available in either an eight or 12 month format, so you can choose the option that best suits you.

DYNAMIC LEARNING ENVIRONMENT

Tutorial class sizes are kept to a maximum of 20 to 25 students which maximises your contact with the

teaching staff. Interactive whiteboards are fitted in most classrooms to provide you with an enhanced learning experience.

GET USED TO THE AUSTRALIAN EDUCATION SYSTEM

Studying the Diploma before joining UWA will allow you to become familiar with the teaching methods of the Australian education system, maximising your chances of successfully graduating with your degree on time.

ACCESS TO UWA FACILITIES

As a Diploma of Commerce student, you will be able to access the Reid Library and Student Guild at the main UWA campus.

EQUIVALENT TO FIRST YEAR AT UNIVERSITY

The Diploma of Commerce is accredited as being equivalent to the first year of an undergraduate degree at an Australian university.

WORLD-CLASS EDUCATION

Teaching at Taylors College is of the highest standard and our qualifications are recognised internationally.

We have over 90 years' experience in the education industry and have achieved enormous success in preparing students for their university study.



Perth

Australia's fastest growing city

Perth is a vibrant and modern place to live. As Australia's fourth largest city, it offers a high standard of living in a safe, clean and friendly environment and is large enough to provide everything you expect of a major city.

Best of all, Perth is within close proximity to many major cities, and is easily accessible to South East Asia, Africa, the Middle East and Europe.

Perth also lies in the same time zone as many major cities in the Asian region.

LIFESTYLE

Perth has a reputation for being a friendly, multicultural city and is perfect for a wide variety of sporting and leisure activities, including swimming and surfing, cycling, sailing, windsurfing, hiking and even whale watching.

Quite simply, there is something here for everyone.

Perth's warm climate also allows for a great alfresco dining atmosphere. It is common to find streets filled with cafés and restaurants spilling out onto the sidewalks, offering a wide range of local and international cuisine to suit all tastes.

TRANSPORT

Perth's public transport system offers a fully integrated bus, train and ferry network, making it very convenient for you to travel around the metropolitan area.

As an international student, you can also take advantage of a 40% discount on fares and free public transport around the city centre.

Buses run regularly along Princess Road in front of the College, while the Claremont train station is a 15 minute walk away.

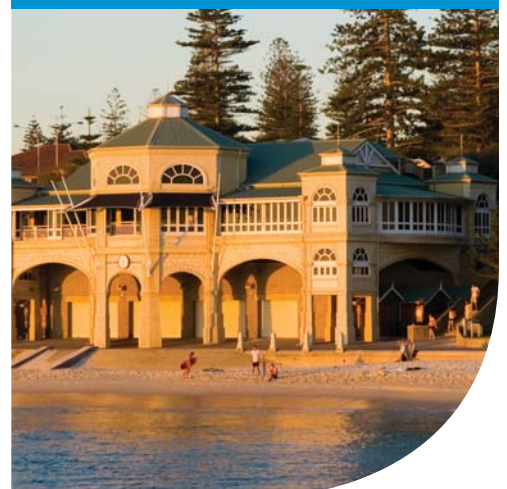
LIVING COST

Estimated cost of living is AU\$18,610 per year.



**PERTH IS SMALL ENOUGH TO BE
RELAXED AND FRIENDLY, YET BIG
ENOUGH TO HAVE EVERYTHING
YOU NEED.**

With a warm, Mediterranean climate and spectacular natural surroundings, this clean, cosmopolitan city is the perfect place to study.



Accommodation – Where to stay in Perth



**THERE ARE THREE
ACCOMMODATION OPTIONS
AVAILABLE TO YOU IN PERTH.**

**BOTH CHOICES OFFER YOU
COMFORTABLE, HIGH QUALITY
PLACES TO STAY WHILE
YOU STUDY.**

HOMESTAY

If you are under 18 you must live in an approved homestay or with the family of an adult relative.

Homestay involves staying in a private home as the paying guest of a host. This option can be an invaluable and rewarding part of your learning experience in Australia.

All our homestay hosts are carefully chosen and undergo police checks.

As a homestay guest you will be living in a home where English is the primary language, providing you with the perfect environment in which to gain stronger skills in the language.

KEY FEATURES

- Your own room with a bed, bedding, wardrobe, desk, desk lamp, and a place for books
- A clean, comfortable home environment
- Meals – self-serve breakfast and lunch, dinner prepared by the host
- Use of laundry facilities (you will need to do your own laundry and ironing)
- Access to a telephone (you will need to pay for your own calls).

INDEPENDENT LIVING

If you are over 18 and prefer to live in an independent house or apartment, we can assist and advise you on rental or other accommodation options close to Taylors College.

UNI HALL

Uni Hall is UWA's own residential college, located a short walk from the main UWA campus.

The Hall offers single, non-ensuite rooms with internet and telephone connections. Meals are provided daily with all dietary needs catered for, including halal and vegetarian.

Student needs to be 17 years old to stay in Uni Hall.

For Uni Hall prices and to apply online, visit their website at unihall.uwa.edu.au.



Our Campus Taylors College – Perth

Taylors College in Perth is located at UWA's Claremont site, just three kilometres from the University's Crawley campus, allowing easy access to the academic and social facilities offered by UWA.

You will benefit greatly by studying at Claremont with its mix of heritage buildings, excellent facilities and spacious grounds. With such a friendly, secure and stimulating study environment, you will be motivated and self-assured in your journey towards a degree from UWA.

The extensive grounds feature sports fields and recreation equipment for you to enjoy with your fellow students.

With the main university grounds close by, you can benefit from regular visits there, where you can use the library and join the Student Guild and sports clubs.

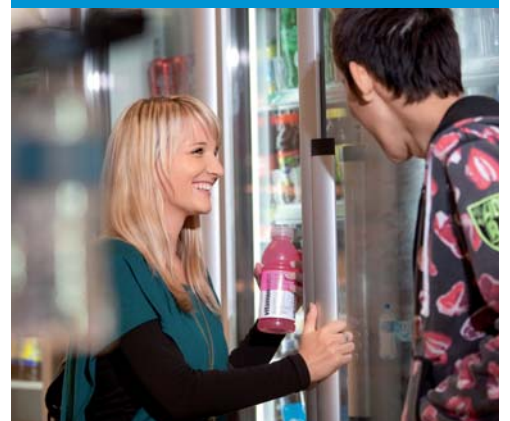
FACILITIES

Our Perth campus includes the following facilities:

1. The historic Claremont Teacher's College building
2. Modern, well-equipped classrooms complete with interactive whiteboards
3. Computer laboratories, including Media
4. Science laboratories
5. Reference and borrowing library with a 13,000-volume collection including books, journals, newspapers and DVDs
6. Student support and reception area
7. Student common room
8. Sports oval
9. Student café
10. Large open courtyards
11. Bookshop
12. First Aid room
13. Open use prayer room
14. The Hub

"Studying here at Taylors College is providing me with the opportunities to accomplish my goals."

Yohan Moon
from South Korea



English Pathway – Taylors English Language Preparation (TELP)



IF YOU NEED TO INCREASE YOUR
LEVEL OF ENGLISH LANGUAGE
SKILLS IN ORDER TO COMPLETE
THE DIPLOMA OF COMMERCE
AND THEN UWA DEGREE,
TAYLORS ENGLISH LANGUAGE
PREPARATION (TELP) IS THE
PERFECT SOLUTION.

WITH TELP YOU WILL
GAIN A MUCH GREATER
UNDERSTANDING OF ENGLISH
WHICH YOU WILL KEEP FOR
LIFE, OPENING YOU UP TO MANY
MORE OPPORTUNITIES AND
BROADENING YOUR WORLD.

TELP FEATURES

- **Fast, effective progress in speaking, writing, reading and listening:** TELP focuses on developing each of the four core English skills.
- **Crucial skills for academic learning:** You will acquire skills such as examination techniques, critical analysis, note-taking and text scanning to help you learn faster and with greater confidence.
- **Personal study plan:** Before you start TELP, we will test your level of English and advise you on how long you need to study to reach the required level.
- **Close attention from your teacher:** Our classes have a maximum of 18 students so your progress can be carefully monitored by your teacher.
- **Regular testing:** You will be regularly tested to help ensure you reach your full potential, with written reports every six weeks.
- **Course levels to suit your individual study plan:** Each course is designed to help you develop the necessary skills for success.
- **No IELTS required on successful completion of TELP:** After finishing TELP, you do not need to take an IELTS test before progressing to the Diploma.
- **Delivered on campus:** Your TELP lessons will be delivered at the Taylors College campus, so you can meet new friends as well as your teachers before starting the Diploma.

KEY FACTS

- **Minimum age:** 16
- **Maximum class size:** 18
- **Start dates:** Every four weeks during term time
- **Areas of study:** Emphasis on English language for academic study, with practice in note-taking, assignment writing and general study skills
- **Additional skills:** Develops intensive reading and listening skills and improves social language skills
- **Reports:** Provided every six weeks
- **Teachers:** TELP teachers are highly qualified and experienced professionals in the English as a Second Language (ESL) field.

Trimester dates

2013

1 October – 20 December 2013

2014

20 January – 10 April 2014

14 April – 04 July 2014

14 July – 03 October 2014

06 October – 16 January 2015

YOUR PATH INTO UWA



Diploma of Commerce (CRICOS Course Code: 074823D)



THE DIPLOMA OF COMMERCE IS A COMPLETE PROGRAM THAT GIVES YOU THE KNOWLEDGE, SKILLS AND TRAINING YOU NEED TO SUCCESSFULLY ENTER THE SECOND YEAR OF A BACHELOR OF COMMERCE DEGREE AT UWA.

OUR TEACHING APPROACH AND STATE-OF-THE-ART FACILITIES PROVIDE YOU WITH A LEARNING ENVIRONMENT THAT ENSURES YOU ACHIEVE THE NECESSARY GRADES FOR A SMOOTH TRANSITION INTO THE UNIVERSITY.

WE PROVIDE YOU WITH EVERYTHING YOU NEED TO SUCCEED

The Diploma of Commerce is the ideal program if you require more individual support and attention in your academic studies.

Our aim is for you to graduate from the Diploma and enter UWA as a confident, capable and independent thinker who is prepared for the challenges ahead.

We do this through:

- **Tertiary advisors:** Our Advisors monitor your progress carefully, and you will receive a report at the end of each term to ensure you are on track to achieve your academic goals.
- **Pre-arrival pack:** You will receive a pre-arrival pack before you arrive at Taylors College that provides essential information about the Diploma, studying with us and life in Perth.
- **Orientation program:** You will take part in our orientation program where you will receive more information on the Diploma and also get the opportunity to meet our teaching staff.
- **Dedicated support staff:** Your welfare will always be our highest priority. Our support staff provide care for all our students and will assist you with career counselling, accommodation and on-campus health care. In addition, we also provide you with a 24-hour emergency number.

- **Extra-curricular activities:** We run a variety of activities which provide a healthy balance between study and leisure. Our sports and special interest clubs and societies are a great way to meet new people.

A CERTIFIED ENGLISH LANGUAGE PROGRAM

We also offer Taylors English Language Preparation (TELP) if you need to increase your English language skills prior to commencing the Diploma study.

For more information, see page 8.

Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Diploma
of Commerce



CREDIT TRANSFERS AND EXEMPTIONS

As a graduate of the Diploma of Commerce you may enter into second year of the UWA Bachelor of Commerce with one year of advanced standing or eight units (48 credit points) toward the 24 unit (144 point) total of the course.

You need to achieve pass levels of 50% in all eight Diploma units in order to successfully complete the course.

STUDY MATERIAL

- Students are required to have a personal laptop available for class work in all units

KEY FACTS

DURATION

- 8 months, over 2 trimesters of 14 weeks each; or
- 12 months, over 3 trimesters of 14 weeks each

CLASS SIZE

- 20-25 students

SUBJECTS

- 8 units over 2 or 3 trimesters consisting of:
 - 6 core units
 - 2 broadening (outside of Commerce) units

LOAD

- **8 months:** 4 units per trimester (20 hrs per week*) for 2 trimesters
- **12 months:** 3 units per trimester (15 hrs per week*) for 2 trimesters and 2 units per trimester (10 hrs per week*) for 1 trimester

Each unit consists of two one-hour lectures and three hours of tutorials weekly.

ASSESSMENT

- A combination of coursework assessment and final examinations

TWO TRIMESTER OPTION

TRIMESTER 1

- Effective Communication
- Introductory Mathematics
- Accounting Principles
- Microeconomics

TRIMESTER 2

- Business Statistics
- Introductory Marketing
- Principles of Management
- Macroeconomics or Introduction to Finance

THREE TRIMESTER OPTION

TRIMESTER 1

- Accounting Principles
- Effective Communication
- Introduction to Mathematics

TRIMESTER 2

- Business Statistic
- Microeconomics
- Introductory Marketing

TRIMESTER 3

- Principles of Management
- Macroeconomics or Introduction to Finance

Each unit is worth 6 credit points, for a total of 48 credit points

* For each of these class contact hours student should expect to do an equivalent number of hours of private study



INTAKE DATES

INTAKE	DURATION	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3	START UNIVERSITY
2013					
OCTOBER	8 months	28/10/13 – 14/02/14	03/03/14 – 13/06/14		July 2014
2014					
MARCH	8 months	04/03/14 – 13/06/14	30/06/14 – 10/10/14		February 2015
MARCH	12 months	04/03/14 – 13/06/14	30/06/14 – 10/10/14	27/10/14 – 06/02/15	February 2015
JUNE	8 months	30/06/14 – 10/10/14	27/10/14 – 06/02/15		February 2015
JUNE	12 months	30/06/14 – 10/10/14	27/10/14 – 06/02/15	23/02/15 – 05/06/15	July 2015
OCTOBER	8 months	27/10/14 – 06/02/15	23/02/15 – 05/06/15		July 2015
OCTOBER	12 months	27/10/14 – 06/02/15	23/02/15 – 05/06/15	22/06/15 – 18/09/15	February 2016

"Studying at Taylors has been one of the best experiences in my life. It has helped me to be more outgoing and less shy when asking questions in class."

Jasmine Chai
from Malaysia

TOP TEN STUDENTS

NAME	NATIONALITY	GPA	UNIVERSITY
LAI, Ka Hei	Hong Kong	80.13	UWA
QUEK, Millie Ting Le	Singapore	79.5	UWA
LEE, Claire Wanmin	Singapore	78.13	UWA
CHOI, Wang Mei	Macau	77.88	UWA
SANI, Sabrina Javed	Malaysia	77.63	UWA
LEONG, Zi Ying	Malaysia	77.63	UWA
KAM, Gordon	Hong Kong	77.5	UWA
CHUNG, Man Hin	Hong Kong	77.5	UWA
POH, Leslie	Singapore	76.75	UWA
SAY, Pei Zheng	Singapore	76.63	UWA



Terms and conditions

I (which expression includes the parent/guardian who has signed this application) hereby apply to Study Group Australia Pty Limited trading as Taylors College (and hereinafter referred to as Taylors College) to enrol in the Diploma of Commerce (hereinafter referred to as "the Diploma") intake as nominated on the Application for Admission ("the Application").

I agree to pay to Taylors College the tuition fees and other charges applicable for my course in accordance with the payment terms detailed on the website: taylorscollege.edu.au/fees/perth_fees.aspx. I further agree to pay all additional fees and such other charges as may become payable to Taylors College during the period of my enrolment. Taylors College agrees to provide tuition to me in all subjects of the Diploma, conditional upon my working regularly and systematically through those subjects in accordance with instructions and provided all fees owing are paid on the due dates.

THE ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and The National Code (for more information about your rights under the ESOS Framework, please refer to our website: taylorscollege.edu.au/about/rights.aspx or the following site: <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/ESOSEasyGuide/Pages/ESOSEasyGuide.aspx>). If you have any concerns about any of these matters after you arrive at Taylors College, please contact your Campus Principal. Please note that information is collected by Taylors College during each student's enrolment in order to meet its obligations under the ESOS Framework. This is to ensure students' compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Framework.

Information collected about each student during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected during enrolment can be disclosed without the student's consent where authorised or required. Full details of our Privacy Policy can be found on our website: taylorscollege.edu.au/about/privacy.aspx.

I acknowledge that:

1. It is a condition of enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance (eg illness supported by a Doctor's Certificate) which is acceptable to Taylors College. If the enrolment terminates due to a breach of this condition, I understand and agree that I am not entitled to any refund of the annual tuition fee or other charges paid under the Contract of Enrolment.
2. All lessons and any related material supplied by Taylors College come with copyright and remain the property of Taylors College. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
3. I am required to use my best endeavours to meet the requirements of the Diploma and to abide by the rules and regulations of Taylors College for the running of Taylors College and the conduct of students. If I breach any of the rules of Taylors College or my behaviour is deemed unacceptable by Taylors College, or a breach of visa conditions, including non-attendance or unsatisfactory progress, my enrolment may be cancelled and I agree that I will not be entitled to any refund of the tuition fee or other charges paid under the Contract of Enrolment.
4. I understand that infringement of campus rules and regulations will result in a fine. Local campus rules and regulations and all costs and charges can be found on our website: taylorscollege.edu.au.
5. I may be required to attend organised Taylors College excursions and activities as part of my course.
6. I authorise Taylors College to obtain medical treatment for me should such action be deemed necessary by Taylors College or a staff member acting on behalf of Taylors College. I agree to indemnify Taylors College for any expense, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging such emergency medical treatment.
7. I am responsible for my own books, equipment and personal items and I hereby release Taylors College from all liability and claims for loss or damage to such items, howsoever caused.
8. I understand that I am required to wear Taylors College identification at all times while on campus.
9. I understand that I must notify the College in writing within 7 days if I change my address or contact details.
10. Campuses are no smoking zone. Hence, students are not allowed to smoke in UWA/Taylors College at Claremont campus.
11. Students are required to obtain all study materials as listed in course information such as laptop – under TC service and academics programs.
12. I have read and understood the "Student Grievances Policy" outlined in this brochure.
13. I have read, understood and agree to the terms of the "Cancellation and Refund Policy" outlined in this brochure.
14. I have read and understand these documents. I confirm that the terms and conditions of this offer have been explained to me in my own language, and/or that copies of the documents were available to me, in my own language.

CANCELLATION AND REFUND POLICY

1. Taylors College – Perth agrees to refund within 28 days, tuition and accommodation fees paid where the student produces acceptable certified evidence that the application made for a student visa was rejected by a visa-issuing authority. The amount of the refund is the unspent prepaid fees received by Taylors College – Perth.
2. Taylors College – Perth agrees to refund within 28 days of the receipt of written notice of cancellation by the student, all tuition fees paid by or on behalf of the student, less the amounts to be retained as agreed and as detailed below:
 - a. If written notice is received more than four weeks before the commencement date of the student's course, \$2,500
 - b. If written notice is received in the four weeks prior to the commencement date of the student's course, 50% of the tuition fees for the course
 - c. No refund of tuition fees will be paid to the student if written cancellation is received after the commencement date of the student's course.
 - d. Enrolment fees are non-refundable.
3. In the unlikely event that Taylors College – Perth is unable to deliver a course in full, the student will be offered a refund of the unused portion of prepaid tuition fees. The refund will be paid to the student within fourteen days of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in a suitable alternative course at no extra cost. The student has the right to choose whether they would prefer a refund of the unused portion of prepaid tuition fees, or to accept a place in another course. If the student chooses placement in another course, they will be asked to sign a document to indicate acceptance of the placement.
If Taylors College – Perth is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will assist the student to find a suitable alternative course at no extra cost or, as the last resort, refund any unspent tuition fees.
4. If the student withdraws from a course before commencing any study, and Taylors College – Perth has paid an amount to a representative in relation to their recruitment, the refund will be further reduced by that amount. The representative will be responsible for refunding that amount to the student.

CLAIMING A REFUND

Applications for a refund should be in writing and addressed to the Admissions Centre (if you are still in your home country) or the Campus Director (if you are in Australia) according to the contact details listed on your letter of offer.

HOMESTAY

Students aged under 18 living in homestay accommodation will be invoiced at the time of enrolment for the period until they turn 18. Monthly instalment payment dates are available.

HOMESTAY/LODGE REFUNDS

1. If the student cancels the accommodation booking less than seven days before arrival the Accommodation/Homestay Placement Fee (if applicable) plus a cancellation fee equivalent to one week of accommodation will be charged;
2. If the student cancels the accommodation after arrival, four weeks prior written notice of cancellation is required; any accommodation fees paid in excess of the notice period will be refunded less a 10% cancellation fee.

UNI HALL REFUNDS

Uni Hall refund before arrival:

- a. If the resident cancels the booking less than 7 days before arrival the Accommodation Placement Fee plus a cancellation fee equivalent to 2 weeks of accommodation will be charged
- b. If the resident cancels the booking 48 hours or less before arrival the Accommodation Placement Fee plus a cancellation fee equivalent to 4 weeks of accommodation will be charged

PACKAGE PROGRAMS

Students applying for a package program of the Diploma of Commerce plus Bachelor degree study will be required to pay a deposit of AU\$500 to The University of Western Australia in order to apply for a visa for the full program duration. The deposit will be credited to the student's first semester university fees on enrolment.

The refund policy for students who do not take up their place at the University after being offered a package program is as follows:

- The deposit will be fully refundable if a student is ineligible for any course at UWA.
- If the student wishes to change provider, or withdraw altogether from the package of study before or after completion of the Diploma of Commerce course, he/she must apply to do so through the University's International Centre. The deposit is non-refundable where a student is eligible for study at UWA but chooses to study elsewhere (including where they are eligible for a course other than their first preference).
- In other cases where a student does not accept the offer, and where the reason for this is due to compelling circumstances outside the control of the student, a student may apply for consideration of a refund.

All applications for refund must be made in writing to the Director of the International Centre. The application will be assessed and the student will be advised of the decision and of any refund of fees that are approved.

PUBLICITY

The student (and, where applicable, his or her parent or guardian):

- i. agrees that the student's photographs, videos, artwork or other works, as well as recorded or written testimonials and details of the student's achievements ("Student Images and Testimonials") may be used by Study Group, or by a third party agent of Study Group, worldwide for promotional purposes including, printed and online marketing materials and on any social media network without further consent or notification.
- ii. gives consent to Study Group storing, or transferring across international borders, copies of the student images and testimonials for such purposes.

CREDIT CARD PAYMENTS

Payments made by credit cards (Visa, MasterCard and American Express) will attract a 2% surcharge.

AIRPORT PICK UP

For cancellations less than 48 hours before arrival no refund will apply. If, when a student arrives at the airport, the Airport Pick Up service provider cannot be located, the student should contact the emergency telephone number provided. In such circumstances, Taylors College – Perth agrees that if the student has advised our emergency contact that they have not been met at the Airport, and alternative arrangements have not been made, then a full refund of this service fee will apply.

OVERSEAS STUDENT HEALTH COVER (OSHC)

As a condition of the student visa, all international students must hold valid OSHC for the length of the visa. Taylors College will arrange OSHC for the duration of the student's visa. This is payable with the initial tuition payment. Taylors College will arrange cover with an OSHC provider. Should the student choose an alternative provider, they must provide evidence of cover for the entire study period before a Confirmation of Enrolment will be issued.

OVERSEAS STUDENT HEALTH COVER (OSHC) REFUND POLICY

If the student has not arrived in Australia, Taylors College will refund the OSHC directly. If the student has arrived in Australia and is:

- Discontinuing studies and returning home
- Transferring to another provider
- No longer on a student visa.

OSHC provider will organise the refund. Refunds are processed on a pro-rata monthly basis. Refund forms are available on the OSHC provider's website.

REFUND POLICY TABLE

NOTICE RECEIVED	More than four weeks prior to the commencement date	in the four weeks prior to the commencement date	after the commencement date
AMOUNT REFUNDED	Pre-paid tuition fees less AU\$2,500	Pre-paid tuition fees less 50% of the tuition fees of the course	N/A

STUDENT GRIEVANCE POLICY

In the event of a dispute between an individual student and Taylors, internal procedures are in place to facilitate the resolution of the dispute. An overseas student may lodge an external appeal or make an external complaint about a decision by contacting the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website oso.gov.au or phone 1300 362 072 for more information.

A summary of the Complaints and Appeals process follows:

1. Code of Conduct, Attendance and Discipline

Each student is expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of Taylors College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff are expected to apply Taylors College policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Grievance Counsellor. If the student is dissatisfied with the Grievance Counsellor's decision, he/she may lodge a formal appeal. The appeal will be considered by the case review panel, which includes the Principal. All decisions will be in writing and occur within specified time periods.

2. Service and Academic Programs

In the event of a student complaint concerning the quality of the service or teaching provided by the college, the student will report the matter to a person in a position of authority within the school. The complaint may either be dealt with by that person, or referred to the Grievance Counsellor where the Complaints and Appeals process is followed.

3. Contractual and Financial Issues

Matters relating to the interpretation of the Application, or the payment or refund of moneys, are stated clearly in the Prospectus. Any queries relating to tuition fees and other charges payable to Taylors College (or refunds) will initially be dealt with by Taylors College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Principal for determination. If either the action taken or the outcome does not satisfy the student, he/she may write to the Finance Director, who will in turn convey a decision in writing to the student.

For more information please consult our website: taylorscollege.edu.au/complaints.

Note: the above terms and conditions are those referred and agreed to when the application form is being completed.

How to apply

STEP 1

Complete all sections of the Application for Admission form, including acceptance of the Terms and Conditions, Cancellation and Refund Policy, and Grievances Policy.

STEP 2

Attach the following documents:

- Verified copies of your academic qualifications (translated into English)
- Evidence of English language proficiency
- A copy of your passport, visa or birth certificate.

STEP 3

Submit your application to a Taylors College local representative or directly to Taylors College.

TO APPLY DIRECTLY

Visit taylorscollege.edu.au/apply

OR

Complete the enclosed application form and send it to us, along with the documents outlined in step two above, to:

Admissions Centre

Level 8, 97-99 Bathurst Street
Sydney NSW 2000, Australia

T: +61 2 8263 1888

F: +61 2 9267 0531

E: taylorsadmissions@studygroup.com

For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Citizenship (DIAC) website: immi.gov.au. Alternatively, contact the Admissions Centre (see above or back cover for contact details).

STEP 4

Your application will be reviewed for eligibility, and you will be notified in writing of the outcome.

TO APPLY THROUGH AN AGENT

Complete the application form and return it to your local representative. For a list of Taylors College authorised representatives in your home country, please visit taylorscollege.edu.au/about/agent.aspx.



Entry requirements

Entry into the Taylors College Diploma of Commerce is based on both English proficiency and academic performance.

ENGLISH LANGUAGE

ENGLISH TEST	TAYLORS DIPLOMA OF COMMERCE (8 MONTHS / 12 MONTHS)
IELTS ACADEMIC	6.0 (no band less than 5.5)
TOEFL PB	550 (TWE 4)
TOEFL IBT	80 (minimum 22 in writing)
PTE ACADEMIC	54 (section minimum 46)
CAE	52
TELP	6 (no score less than 5.5)

ACADEMIC

COUNTRY	TAYLORS DIPLOMA OF COMMERCE (8 MONTHS / 12 MONTHS)
AUSTRALIA	Year 12 - ATAR 70 pass in relevant academic subjects
CHINA	Senior Middle 3 - 80%
HONG KONG	HKDSE Level 3 in 3 relevant academic subjects
INDIA	HSC/Standard 12 - with 55% average
INDONESIA	SMU 3 GPA 7.5 in 4 academic subjects
KOREA	High School Certificate Year 3 - rank of 3
MACAU	Senior Middle 3 - 80%
MALAYSIA	STPM or A Levels with 2 passes (min 1 C and 1 D) OR UEC/Senior 3 with an aggregate of less than 25 points across 6 subjects including English.
NEPAL	Higher Secondary School Leaving Certificate (10+2) - 70%
SINGAPORE	Singapore A Levels with 2 passes (Minimum of 2 D's)
SRI LANKA	Sri Lankan A Levels - 2 passes at C grade
UNITED KINGDOM	A Level 2 passes
VIETNAM	Year 12 - GPA 7.5
IB	24

PACKAGE PROGRAM OFFER

You can obtain a Conditional Letter of Offer for both the Taylors College Diploma of Commerce and the second and third years of the UWA undergraduate program. This will enable you to apply for a visa for the duration of the full packaged program.

Following acceptance of the University's conditional offer and the payment of AU\$500 deposit, UWA will issue a

Confirmation of Enrolment Form which can be used to secure a visa for the full duration of the package (see the Terms and Conditions on page 12).

When you meet the entry requirements into the University course, you will be issued with a full offer of entry. Any outstanding deposit must be paid to The University of Western Australia prior to enrolment.

For further information about your course and subjects, please see The University of Western Australia's website at studyat.uwa.edu.au.

If you will be under 18 years of age at the commencement of your university course, you will be required to complete the Under 18 form for the University before an Electronic Confirmation of Enrolment (ECoE) form can be issued. Please contact the Admissions Centre or Taylors College to facilitate your Conditional Offer and Confirmation of Enrolment.



"I definitely had a great time studying at Taylors College. The teachers were very supportive and very helpful. I always felt encouraged to do better."

Millie Ting Le Quek
from Singapore



Quality education worldwide

Taylors College is part of Study Group, a quality global education provider that invests in international students' futures and enhances their prospects by focusing as much on the way they learn as the qualifications they achieve.

Study Group provides:

- Higher Education
- Career Education
- English Language

Visit studygroup.com



Corporate Social Responsibility

As a global education provider Study Group seeks to make a difference by funding the construction of schools in disadvantaged communities. Through our charity Building Futures, Study Group works to identify those communities where the building of a school will contribute to the preservation of the social structure for future generations.

Study Group also recognises its responsibility towards protection of the environment and fosters among its staff, suppliers, customers, shareholders and local communities an understanding of environmental issues in the context of its business. Our collective task is to ensure that we continually improve the environmental impact of our global activities.



Green Office



Building Futures



School Maintenance



People

CONTACT

Admissions Centre

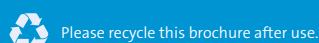
Level 8, 97-99 Bathurst Street
Sydney NSW 2000, Australia
T +61 2 8263 1888
F +61 2 9267 0531
E taylorsadmissions@studygroup.com

Perth Campus

UWA Claremont
Cnr Goldsworthy & Princess Roads
Perth WA 6010, Australia
T +61 8 6462 1300
F +61 8 6462 1301

Agents: studygroup.com/partners

Students: taylorscollege.edu.au



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