

CRIMINOLOGY AND JUSTICE 2016

INTERNATIONAL STUDENT INFORMATION GUIDE



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Entry requirements

NCPS has general requirements of entry which applicants are required to meet in order to demonstrate their capacity to successfully complete the Bachelor of Criminology and Justice.

Entry requirements

Current Year 12 prerequisites include a study score of at least 25 in units 3 and 4 of English (any)

International Applications:

Additional Requirements:

To be eligible to apply for the NCPS Bachelor of Criminology and Justice CRICOS Course Code 081562F you must have:

A minimum Academic IELTS score of 6.5 with no sub-score less than 6.0 obtained in the previous 2 years (or equivalent). International applicants normally require a visa for study in Australia. For further information go to: <http://www.ncps.edu.au/international-students/visa-arrangements-for-study/>

If you need to improve your academic English before starting one of our courses you can package your English course and your NCPS course on a single student visa. Our preferred English language partners for course packaging are listed in the College Credit Arrangements Policy.

Overseas qualifications

Applicants who hold overseas qualifications will meet minimum tertiary entrance requirements if these are assessed by a TAC as comparable to the applicable state qualifications.

The TAC will make an assessment on behalf of institutions to determine if students have met minimum tertiary entrance requirements. The assessments are based on information from organisations including the Australian Education International – National Office of Overseas Skills Recognition (AEI-NOOSR), the Victorian Curriculum and Assessment Authority (VCAA) and other tertiary admissions bodies.

The TAC will advise the institutions to which students have applied and whether the minimum requirement has been met. If a student has also undertaken other/ additional overseas studies (complete or incomplete), the TAC will advise institutions of the level of the award in terms of the AQF according to AEI-NOOSR guidelines. The individual course authorities will then gauge whether a student's particular level of achievement is suitable for entry into that course.

A full list of overseas qualifications that meet minimum tertiary entrance requirements is available on the TAC website.

This International Student Information Guide must be read in conjunction with the information outlined in the NCPS Student Guide located in the course section of the NCPS website at ncps.edu.au/courses.



English language requirements

In order to study successfully at NCPS it is important that you have a solid grasp of both written and spoken English. As such, if your secondary and/or tertiary education was undertaken in a language other than English you will need to provide the results of an Academic International English Language Testing System (IELTS) examination or an approved language test such as a Test for English as a Foreign Language (TOEFL) completed within the last two years.

The English language proficiency requirements for admission vary from course to course. Refer to the course pages for details on these requirements.

In some cases you may have completed your secondary education or tertiary level study in English. For NCPS to accept this as evidence of your competency in English instead of a recognised English language test you need to have completed two years or more of consecutive study in Australia, or another country at an institution where English is the primary language of instruction. This study must have been completed no more than two years prior to your studies at NCPS.

English courses

If you need to improve your academic English before starting one of our courses you can package your English course and your NCPS course on a single student visa.

Our preferred English language partners for each campus are:

- ACL¹
- ACL Sydney English Centre¹
- Navitas English¹
- Hawthorn-Melbourne¹

¹Navitas English Pty Ltd trading as Navitas English, ACL, or ACL Sydney English Centre and Hawthorn Learning Pty Ltd trading as Hawthorne College-Melbourne.

Living and accommodation costs

The cost of living in Australia varies according to a number of factors including which city you live in, the type of accommodation you choose to stay in and your preferred lifestyle. The Study in Australia website (studyinaustralia.gov.au) provides details on the cost of living in Australia that you might find useful as a starting point.

Having our campuses based in the centre of cities and close to public transport means that there are a range of accommodation options open to you.

Accommodation costs

The cost of accommodation will vary based on where you study, which suburb you live in, whether you live alone or with flatmates and whether you rent a furnished or an unfurnished apartment, house or room.

Renting

You can rent/lease a property through either a real estate agent or privately. Most leases in Australia are for periods of 6–12 months. This varies by city and suburb. Searching for accommodation online should give you a good idea of what you might pay. A rough estimate of weekly rent is given below.

Estimates of rental accommodation

The below costs are indicative only.

- Studio apartment A\$200–\$400
- 1 bedroom A\$250–\$450 per week
- 2 bedroom A\$150–\$250 per bedroom/per week
- 2-3 bedrooms A\$125–\$200 per bedroom/per week

Bills and utilities

When renting you usually need to pay for the use of internet, electricity, telephone and gas on top of your rent. This is usually charged quarterly, i.e. every three months

Bond

In addition to rent you will also be expected to pay a bond of up to four weeks rent up front and at least two weeks rent in advance. Bond is used to cover any damage that may be done to the property while you live there and if no damage is done it will be refunded when you leave. Tenancy laws vary state by state.

Did you know?

NCPS is registered as an education provider with The Australian Homestay Network (AHN). This is an Australian Government commended network that helps students find appropriate accommodation in a family setting. For details on the benefits of this service refer to AHN's website at homestaynetwork.org.

Short-term accommodation

When you first arrive in Australia, you may need to stay in temporary accommodation while you look for something more permanent. Typical choices include hostels, hotels or short-stay apartments. These vary in price from A\$40 per night for a bed in a hostel dormitory, to up to A\$250 a night in a hotel.

Living costs

In addition to accommodation, the following estimates are what you could expect to pay while living and studying in Australia.

- Groceries and eating out – \$80–\$200 per week
- Gas, electricity – \$60–\$100 per week
- Phone and internet – \$20–\$50 per week
- Public transport – \$10–\$50 per week
- Car (after purchase) – \$150–\$250 per week
- Entertainment – \$50–\$100 per week

If you have a school-aged dependant (aged between five and 18 years) accompanying you to Australia they are obliged to attend school whilst in Australia and full school fees will normally be required to be paid irrespective of whether the school-aged dependant is enrolled in a government or non-government school.

Further enrolment information : <http://www.ncps.edu.au/international-students/why-choose-ncps/>



Fees and costs

Textbooks and readings

Students often like to purchase their own copies of textbooks and you may want to factor this into your costs.

Copies of the required unit guides and readings are made available to students for download from the web at no cost.

The combined cost of the textbooks and readings is approximately A\$80–A\$150 per textbook, which can be purchased from selected Co-op Bookstores (in Brisbane and Sydney) and RMIT Bookshop (in Melbourne).

For Higher Education courses, one or more textbooks per unit are usually recommended.

Technology

All NCPS courses require access to high-speed internet, therefore costs associated with internet access, computing, printing etc. need to be taken into account.

Overseas Student Health Cover (OSHC)

If you are studying on a student visa, a condition of your visa is that you purchase an Overseas Student Health Cover (OSHC) policy to cover the full period of your student visa. If you don't have health insurance or you let your cover lapse, your student visa could be cancelled. You are welcome to choose your own health cover or we can provide health insurance through

Overseas Student Health Cover at a cost of approximately A\$553 per year for an individual in 2015.

For more information regarding Overseas Student Health Cover visit oshcallianzassistance.com.au.

There is a non-refundable enrolment fee of A\$250 to cover administration costs.



International Course Tuition Fees for study in 2015/2016

Course	Duration	Number of units	2015 cost per unit (Au\$)
Bachelor of Criminology and Justice	2 years full-time	24	24 x \$2305

Course	Duration	Number of units	2016 cost per unit (Au\$)
Bachelor of Criminology and Justice	2 years full-time	24	24 x \$2425



Fees are subject to change. The College reviews fees annually. The tuition fees also do not include other costs, such as the cost of text books and readings, Overseas Student Health Cover or living expenses such as accommodation, other living costs (e.g. food, transport and medical costs), and other administrative fees (e.g. late re-enrolment fees, library fines).

Important dates

Trimester dates

NCPS has three standard study trimesters in any one year. You can start your course in any of the three trimesters depending on what suits your timetable. International students studying in Australia on a student visa must study at NCPS on campus and are required to complete their course within the stipulated timeframe.

In order to complete your course within the timeframe you must maintain a full-time workload.

As an international student you are also able to study a small proportion (25 percent) of your course by online delivery. You must ensure you undertake a minimum of one on-campus unit in any standard study trimester. If you would like to take a unit by online delivery you must first obtain approval from NCPS.

EFTSL-Equivalent Full Time Student Load

Equivalent full-time student load (EFTSL) is a measure of a student's study load. An EFTSL of 1.0 is the standard annual study load of a student undertaking a course on a full-time basis over the duration of a year. The annual EFTSL sum of a student's module/unit enrolment provides an indication of the study load undertaken by the student in the year.

Academic calendar

2015 Trimester summary

Study period	Teaching weeks	Exam week	End of trimester break	Census dates
Trimester 1	16 Feb - 15 May 2015	11 May - 15 May 2015	18 May - 29 May 2015	Fri 6 Mar 2015
Trimester 2	1 Jun - 28 Aug 2015	24 Aug - 28 Aug 2015	31 Aug - 18 Sep 2015	Fri 19 Jun 2015
Trimester 3	21 Sep - 18 Dec 2015	14 Dec - 18 Dec 2015	21 Dec 2015 - 12 Feb 2016	Fri 9 Oct 2015

2016 Trimester summary

Study period	Teaching weeks	Exam week	End of trimester break	Census dates
Trimester 1	15 Feb - 13 May 2016	9 May - 13 May 2016	16 May - 27 May 2016	Fri 4 Mar 2016
Trimester 2	30 May - 26 Aug 2016	22 Aug - 26 Aug 2016	29 Aug - 16 Sep 2016	Fri 19 Jun 2016
Trimester 3	19 Sep - 16 Dec 2016	12 Dec - 16 Dec 2016	19 Dec 2016 - 10 Feb 2017	Fri 7 Oct 2016

How to apply

Step 1

Complete the Application form.

Step 2

Complete the SVP International Student Statement of Purpose Form (if applicable).

Step 3

Attach certified copies of all academic qualifications including school and English language test results and any relevant employment documents. Please ensure that your current name is added to any documents obtained under a former name and that certified translations accompany documents that are not in English.

Copies can be certified by:

- a Justice of the Peace
- an authorised NCPS or ACAP representative
- an Australian Diplomatic Mission or
- an Australian Education Centre

Step 4

Submit your Application form and any relevant written statements. Please refer to course entry requirements.

Via mail:

NPI (NCPS, ACAP) Admissions
Locked Bag 11
Strawberry Hills NSW 2012
Australia

By fax:

+61 2 8236 8071

Or by email:

information@ncps.edu.au

Step 5

In some instances, for us to assess your application you will need to speak to a staff member either via telephone, face-to-face or via Skype. If we do need to talk to you, one of our staff will contact you to arrange a suitable time.

Step 6

If your application is successful, you will receive a Letter of Offer - Agreement from NCPS, within approximately five days, explaining the course you have been offered, any conditions if attached to the offer, how to enrol and the commencement date. If you are being offered a place in a course for which the College's Streamlined Visa Processing (SVP) arrangements apply you may also be requested to provide additional evidence and declarations to the College.

Step 7

In order to accept the offer of a place, you need to return your signed Letter of Offer - Agreement, as well as any other requested documentation and pay all requested fees listed in the Letter of Offer - Agreement under Fees Payable Now. This fees will include (but may not be limited to) a non-refundable Enrolment fee of AUD\$250 (this is an administrative fee) and, if applicable your Overseas Student Health Cover (OSHC) fees. Payment may be made as instructed in your Letter of Offer - Agreement.

Step 8

On receipt of your signed Letter of Offer - Agreement and confirmation of your having made all due payments, and subject to your meeting any other offer conditions outlined in your Letter of Offer (if applicable), your place at NCPS will be confirmed in writing and you will receive an Electronic Confirmation of Enrolment (CoE).

How to apply for a student visa

Should you require further information, please contact NCPS:

E information@ncps.edu.au

T +61 2 8236 8098

W ncps.edu.au

Overseas Student Health Cover (OSHC)

When you receive a student agreement and offer from NCPS you will be invited to purchase Overseas Student Health Cover (OSHC). OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Immigration and Border Protection (DIBP) that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness)

Further information can be obtained from

www.oshcallianzassistance.com.au

National CRICOS Provider Code: 01328A

Our Locations

International students can apply to study with us in Melbourne.



Quality and accreditation

Course accreditation and college registration

The Navitas College of Public Safety (NCPS) has been delivering specialist courses in Criminal Justice for over 20 years.

NCPS is a college of the Navitas Professional Institute Pty Ltd, a registered higher education provider (HEP) and provider of higher education courses to overseas students with TEQSA.

All higher education courses delivered by NCPS are accredited with the Tertiary

Education Quality and Standards Agency (TEQSA), an independent statutory authority established by the Australian Government to regulate and assure the quality of Australia's large, diverse and complex higher education sector.

As accredited courses, NCPS's courses are recognised in the Australian Qualifications Framework (AQF). AQF qualifications are recognised all around Australia and by other countries. Further information about AQF qualifications is available at www.aqf.edu.au



NCPS Courses - National CRICOS Provider code: 01328A

Qualification Title	Abbreviation	AQF Level	Course CRICOS Code	Accredited status
Associate Degree of Criminal Justice - CRICOS Course Code 0181563E	AssocDCJ	6	081563E	Accredited (Renewal date 05/12/2020)
Bachelor of Criminology and Justice - CRICOS Course Code 0181562F	BCJ	7	081562F	Accredited (Renewal date 05/12/2020)

Click the link supplied here to view NCPS's listing on the Australian Government's CRICOS Register at <http://cricos.education.gov.au/>.

FEE-HELP

All eligible students of NCPS's accredited courses have the opportunity to apply for the Australian Government FEE-HELP loan scheme. For further information about Fee-Help refer to this page.

Tuition assurance

NCPS is a member of an approved Tuition Assurance Scheme for Australian domestic students and conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students. This assures current and intending students of NCPS courses that lead to a NCPS issued AQF award that they will be offered a suitable alternative course or have unspent course money refunded if NCPS cannot provide the course for which the student has paid. Further information about NCPS's tuition assurance arrangements is available here.

Compliance with legislation and regulation

NCPS ensures that its policies and procedures meet the requirements of Commonwealth or State and Territory legislation and regulations relevant to our operations. Including:

- Higher Education Support Act 2003 (HESA)
- Education Services for Overseas Students (ESOS) Act 2000
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- Higher Education Standards Framework established under the TEQSA Act 2011
- Various other legislation and regulation, including that which concerns Information Privacy, Workplace Health and Safety, Access and Equity, Workplace Harassment, Victimisation and Bullying, Anti-discrimination, Equal Opportunity, and Human Rights.

Staff are provided with information about legislation that affects their duties through College policy, guidelines, briefing sessions, and through the Navitas-professional web portal. Students are provided with information about legislation that affects their participation in their studies through College policy and procedures, at orientation, on administrative forms, and through our website at www.ncps.edu.au

Industry Association Membership

NCPS is a Member of the Australian Council for Private Education and Training (ACPET). ACPET is the national industry association for independent providers of post compulsory education and training, for Australian and international students. For further information about this association refer to ACPET's website at acpet.edu.au.

Quality and accreditation

Ethical and industry standards and research

Ethical and Industry Standards and Research NCPS undertakes to act at all times in a professional and ethical manner. Staff of the College must abide by the professional standards expected of education and training providers communicated in ACPET's Code of Ethics. Staff are expected to abide by the ethical standards relevant for their profession. NCPS seeks to foster a vibrant, diverse and supportive research environment for students and staff. Before undertaking human research, staff and students must obtain research approval through the College's Human Research Ethics Committee (HREC), which is registered with the National Health and Medical Research Council (NHMRC).

Articulation pathways

NCPS is dedicated to providing a range of recognised and rewarding educational pathways between NCPS courses and courses of other educational providers. This provides enjoyment of quality educational experiences with maximum credit recognition (advanced standing) for previous studies, helping you complete your qualification sooner. It also provides clarity of access to an education continuum to further degree studies. For further information refer to the College's Credit Arrangements Policy and associated schedules listing Confirmed Articulation Arrangements and Credit Limitations, which can be downloaded from this page.

Student safety

The quality of the student experience is central to the educational purpose of NCPS. The College recognises that the provision of a safe environment for study and learning, free from the risk of harassment, intimidation, robbery and assault, is a precondition to enhanced feelings of safety and positive and beneficial to student welfare and an enhanced student experience.

NCPS supports good practices for enhancing Student Safety, including those communicated in University Australia's Good Practice Guidelines for Enhancing Student Safety (2011). The College's governance and management arrangements include student representation on a number of committees enabling partnership with our students and the community to assess the levels of risk and responsibilities, and implement preventive measures.

NCPS acknowledges that international students and students from country and outback regions in Australia may be especially vulnerable by being away from their own home support networks and can face higher safety and security hazards than their local domestic student peers due to different knowledge sets, particular living and travel arrangements and some community attitudes

NCPS proactively reinforces strategies for the integration of students of all nationalities and backgrounds on our campuses and in our communities, and which promote a greater understanding of international cultures and languages in Australia. The College also works to sustain and expand its current provision of information on student security and safety from pre-departure programs, arrival and orientation, through to graduation; and encourages students themselves to act on this information by taking safety precautions whenever possible.

Quality assurance

NCPS has established a Quality Framework, which sets out the common principles, criteria and processes for quality assurance across the College. This framework is reflective of Australian Government regulatory and quality standards for sustainable and responsible tertiary education. The framework blends the provision of consistent, quality, learning and pedagogy with the need for continuous improvement. For further information contact the College's Quality and Accreditation services at accred@navitas.com.

Streamlined visa processing

NCPS is an approved Eligible Education Provider participating in the Department of Immigration and Border Protection (DIBP) Streamlined Visa Processing (SVP) arrangements.

SVP eligible students are assessed as though they are a lower immigration risk, irrespective of their country of origin and will generally have reduced evidentiary requirements when applying for a student visa.

For further details on eligibility and processing, go to www.ncps.edu.au/international-student.



Minimum academic requirements

The following qualifications are the minimum acceptable levels for eligibility to undergraduate courses and you should not assume that because you have met the minimum level you will be offered a place at the college

International Baccalaureate (IB) Diploma

Students must obtain the minimum score of 24 points based on a total achieved for all subjects.

Argentina

Bachillerato Especializado with an average grade of 'Bueno' (good) or 7.

Bangladesh

Higher School Certificate with a grade of A+ or completion of one year of study at a recognised university with passing grades.

Brazil

Successful completion of one year of study at a recognised university with passing grades or above.

Canada

Ontario Secondary School Diploma (Canada OSSD)/International Canadian Pre-University program (ICPU) – score based on Secondary School Diploma including six University Preparation Courses with a minimum average of 60 percent.

Chile

Successful completion of the Academic Secondary Education Certificate (Licencia de Educacion Media) with an average grade of 'Bueno' (good) above.

China PRC

China National University Entrance Examination (Gao Kao) – score is based on an entrance exam for admission to key universities in China for a four-year degree program with 80 percent.

Colombia

Bachillerato 70 percent.

Ethiopia

Successful completion of the Ethiopian School Leaving Certificate Examination with a minimum of 70 percent.

Fiji

Successful completion of Fijian Seventh Form Certificate with an aggregate of 230 based on the best four academic subjects.

France

Successful completion of Baccalaureate with a minimum grade of 'good'.

Germany

Abitur – score is determined by an overall grade point average of 4 or higher where 1=highest and 5=lowest.

Great Britain

General Certificate of Education A Levels (GCE A Levels) – students are required to pass three A Levels subjects (or two A Levels and two AS Levels) where at least two A Levels subjects have been in the same sitting. Score is based on Advanced Level where A=5, B=4, C=3, D=2, E=1 and Advanced Subsidiary level results may be included based on A=2.5, B=2, C=1.5, D=1, E=0.5

Hong Kong

Advanced Level Exam (ALE) – score is based on three passes (minimum grade C) at the Advanced Level where A=5, B=4, C=3, D=2, E=1. Advanced Supplementary level results may be included based on A=2.5, B=2, C=1.5, D=1, E=0.5. Add one point for A level Pure or Applied Mathematics, Biology, Physics or Chemistry.

Diploma of Secondary Education (HKDSE) – students are required to complete four core units plus one elective unit. Score based on HKDSE 5=5, 4=3, 3=1, 2 and 1=0. Aggregate score calculated on the best three academic subjects with no more than one elective subject included.

India

All India Senior Certificate (AISSC) awarded by the Central Board of Secondary Education (CBSE) – score is determined by an overall average of the best four externally examined subjects. Indian School Certificate (ISC) awarded by the Indian Council of School Examinations

(ICSE) – score is determined by an overall percentage of the best four externally examined subjects.

Indian School Certificate (ISC) awarded by the Indian Council of School Examinations (ICSE) – score is determined by an overall percentage of the best four externally examined subjects.

Higher Secondary Certificate (HSC) awarded State Secondary School Board with an average of 75 percent.

Indonesia

SMU III Secondary School Certificate – average of 7.5 in Ijazah (formerly STM).

Iran

Passes in Higher Education Entrance Examination at a level required to gain admission to a recognised Iranian university.

Israel

Successful completion of Higher Secondary Matriculation (Bagrut) with a grade point average of 6.5.

Japan

Kotogakko Certificate – with a grade point average of 4.5 out of 5 (or 90 percent).

Jordan

Successful completion of the Tawjihi with an average of 90 percent.

Korea

Completion of the General/Academic Senior High School Certificate/Diploma (Immungye Kodung Hakkyo Choeupchang) with an overall grade point average of 3 out of 4 (or 75 percent).

Malaysia

Tinggi Pelajaran Malaysia (STPM) – score is aggregate based on passes in three academic subjects (excluding General Paper) where A=4.00, A-=3.6, B+=3.3, B=3, B-=2.5, C+=2.3, C=2.

Independent Chinese Secondary Schools Unified Examination Certificate (MICSSUEC) – score is based on an aggregate of a maximum of 10 subjects where A1=8, A2=7, B3=6, B4=5, B5=4, B6=3, C7=2, C8=1.

Mexico

Successful completion of one year of study at a recognised university with passing grades or above.

Minimum academic requirements

New Zealand

Completion of NCEA. Scores will be converted to UAC equivalents.

Norway

Successful completion of Vitnemal den Vidergaende Skole with a minimum grade 3.5 pass.

Pakistan

Successful completion of Higher School Certificate or Intermediate Certificate with First Division pass or a minimum overall grade B.

Papua New Guinea

The PNG Higher School Certificate with a minimum of five subjects and at least three 'B' grade passes.

Philippines

Completion of one year of study at a recognised university with passing grades.

Poland

Matura/Swiadectwo Dojrzalosci with a minimum grade 4 pass.

Russia/Independent States of the former Soviet Union

Successful completion of one year of study at a recognised university with passing grades or above.

Singapore

General Certificate of Education – score is based on an aggregate of best three H2 subjects where A=5, B=4, C=3, D=2, E=1.

South Africa

Completion of the South African Senior Certificate or Matriculation Certificate of the Joint Matriculation Board with a minimum cumulative score of 18 based on the best six subjects where A=6, B=5, C=4, D=3, E=2. Applicants who have completed the South African National Senior Certificate in 2011 and onwards will be assessed on a case-by-case basis.

Spain

Either a Bachillerato Unificado Polivalente with a grade average of 'good' or above OR a Curso de Orientacion Universitaria with a grade of 'good' or above.

Sri Lanka

General Certificate of Education – Score is based on an aggregate of best three Advanced Level subjects where A=5, B=4, C=3, D=1.

Sweden

Successful completion of at least three year upper secondary school Avgangsbetyg with GPA of 3.5.

Taiwan

Taiwan Senior High School Leaving Certificate with an average of 90 percent.

Tanzania

Successful completion of one year of study at a recognised university with passing grades or above.

Thailand

Certificate of Secondary Education – Score is based on grade point average on 4 point scale, where A=4, B=3, C=2, D=1, E=0 awarded of Matayom 6.

Turkey

Completion of one year of study at a recognised university with passing grades.

United Arab Emirates (UAE)

Completion of one year of study at a recognised university with passing grades.

USA

SAT (Scholastic Aptitude Test) – A grade of 4 or 5 at any Advanced Placement (AP) subject receives one bonus rank point.

A maximum of two bonus rank points can be received. Evidence of completion of the equivalent of year 12 Secondary Studies must be presented.

Vietnam

On successful completion of the Upper Secondary Education Graduation Diploma (Bag Tot nghiep Trung Pho tong) with a grade of 8.5 or completion of one year of study at a recognised university with passing grades.

For Cambridge, Hong Kong, Singapore, GCE or University of London A Level results students are required to pass three A level subjects at least two of which have been passed at one sitting, with an aggregate score of six points or passes in two advanced level subjects at one sitting with an aggregate score of six points where A=5, B=4, C=3, D=2, E=1.



Conditions of enrolment

The following is a summary of the College's policies. Detailed information can be obtained from the 'Policies' page on the NCPS website www.ncps.edu.au/policies-and-forms

Fees

General

1. Your Letter of Offer will list the fees you should pay: tuition fees, overseas student health cover fees and any other general charges levied by NCPS. All required fees must be paid in advance for each trimester.
2. The annual tuition fee for each course can be found at NCPS.edu.au/current-students/managing-my-course/tuition-fees. NCPS will update the schedule of fees in accordance with any changes to NCPS fees. As a student of NCPS you will be liable for any increase in fees each year of your academic studies.
3. Fees are correct at the time of printing. NCPS reserves the right to vary its fees at any time.
4. Should it be necessary for you to repeat a unit, the full unit fee is payable.
5. Course fees only cover the cost of your tuition. They do not cover other expenses associated with your study in Australia such as accommodation, textbooks, or living expenses.

Refund policy

Once you accept a place offered by NCPS and pay fees, a binding agreement has been created between you and NCPS. For new and re-enrolling students, no refunds are normally given for tuition fees unless you have withdrawn or deferred from your course within the time frames specified in the refund policy. For further information, refer to your Letter of Offer or NCPS.edu.au/current-students/managing-my-course/tuition-fees.

Withdrawal

If you have paid fees to NCPS and subsequently wish to withdraw your enrolment, you will be subject to the NCPS refund policy. Notification of withdrawal from your course must be made in writing to NCPS via submission of a Withdrawal from Study form to the Student Administration Department. This form can be obtained by emailing info.NCPS@navitas.com.

Deferral

If you have paid fees to NCPS and wish to defer your admission until a later trimester due to compassionate or compelling circumstances you must advise NCPS in writing. NCPS will hold any fees paid until commencement of that trimester and will not levy an administration charge for the deferral. For further information refer to NCPS.edu.au/current-students/managing-my-course/enrolment.

Packaged programs

If you satisfactorily complete the pre-requisite course of a packaged program and have received a Confirmation of Enrolment from NCPS but choose not to enrol in the principle NCPS course you will not receive a refund.

If you fail to satisfactorily fulfil requirements and/or conditions for admission to the offered course at NCPS (including failure to complete the pre-requisite course in a packaged program) and fail to gain admission to another NCPS course, you will receive a refund of 80 percent of partial payment upon written application.

Timing of refunds

Please refer to the colleges refund policy which can be viewed at NCPS.edu.au/current-students/managing-my-course/tuition-fees.

Complaints

If you have a complaint or inquiry regarding refunds, please refer to the College's Academic Grievances, Complaints and Appeals Policy and Procedures or the Non-Academic Grievances, Complaints and Appeals Policy and Procedures which can be found at <http://www.ncps.edu.au/policies-and-forms>

Tuition assurance

NCPS is a member of approved Tuition Assurance Schemes for Australian domestic students and conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students. This assures current and intending students of NCPS courses that lead to an NCPS issued AQF award that they will be offered a suitable alternative

course or have unspent course money refunded if NCPS cannot provide the course for which the student has paid. Further information about NCPS's tuition assurance arrangements is available at NCPS.edu.au/current-students/managing-my-course/tuition-fees.

Visa conditions for those on a student visa

1. When you receive a student agreement and offer from NCPS you will be invited to purchase Overseas Student Health Cover (OSHC). OSHC is a compulsory insurance that provides cover for the cost of medical and hospital care which you may incur while in Australia. It is a requirement of the Department of Immigration and Border Protection (DIBP) that you purchase OSHC for the entire period of your student visa. Please note: OSHC does not cover any pre-existing conditions (such as pregnancy or prior illness). Further information can be obtained from oshcallianzassistance.com.au.
2. You are required to complete your course within the duration specified in your Confirmation of Enrolment (CoE).
3. Student visas are usually issued for the period of the course. Contact the Department of Immigration and Border Protection for full details of the length of student visas www.border.gov.au.
4. NCPS is obliged to report to the Australian Government any of its international students studying on a student visa who breach the conditions of their student visa.
5. While you are a student at NCPS, it is a condition of your student visa that you keep us informed of any changes to your residential and mailing addresses.
6. For full information on the conditions and requirements of studying on a student visa please refer to the DIBP website www.border.gov.au

College application requirements for SVP eligible international students

Part of the Streamlined Visa Processing arrangements is that our College is required to ensure, before issuing a Confirmation of Enrolment (CoE) to a SVP eligible student, that the student is a genuine student and meets all student visa Genuine Temporary Entrant, English-language proficiency and financial capacity requirements.

Conditions of enrolment

If you are applying to study a SVP Eligible course or SVP eligible package program with the College you will be required to declare as part of your International Student Application Form that you meet these requirements. If you are applying through an agent, your agent must also read and sign the agent declaration in the application form. The declaration is you advising the College that

- a. your primary purpose of coming to Australia on a student visa is to study
- b. that you have the required English proficiency
- c. that you accept responsibility for obtaining your student visa and adhering to the conditions on your visa
- d. that you have genuine access to sufficient funds to cover your tuition costs, Overseas Student Health Cover (OSHC), return airfares and living expenses for yourself and any dependents.

Important notes

If you are a SVP eligible applicant you may be required by your agent or the College to participate in an interview as part of the application process, and may be requested to provide additional evidences or declarations. If you are from a country that under the DIBP's normal student visa arrangements would be classified at Assessment Level 2 or 3 you may also be requested to complete a SVP Eligible International Student Financial Declaration Form before your CoE is issued.

The DIBP may still refuse your Australian Student Visa application if the Department is not satisfied that you are a genuine student, genuine temporary entrant, or if you do not meet health and character requirements.

The College is committed to conforming to Australian sanction laws and associated advice of the Department of Foreign Affairs and Trade (DFAT) diligently, but also in a way that facilitates trade wherever possible.

Australian sanction laws implement United Nations Security Council (UNSC) sanctions regimes and Australian autonomous sanctions regimes. Information about these laws and restrictions and how they may affect you personally is provide on the DFAT website at dfat.gov.au/sanctions.



Other conditions

1. You are expected to attend all classes, undertake all assessment and examinations during your course, and abide by the rules and regulations of NCPS that are in force at any time.
2. NCPS may, by written notice, vary the conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the States of New South Wales, Queensland and Victoria.
3. In the event of circumstances requiring urgent medical care and where it is not possible to contact the parent/guardian, NCPS is authorised as a matter of urgency to seek and provide appropriate medical care.
4. You must meet the minimum English language requirements for entry to the course. English proficiency may be tested and if the test reveals insufficient English language skills you will be required to include a bridging English course in the first trimester of study, or to enrol in an ELICOS program prior to the commencement of studies – all at the sole discretion of NCPS.
5. If you are granted Permanent Residency prior to the Census Date for a trimester you will be charged Domestic Student fees for that trimester provided you submit documentary evidence of your change of visa status. If you are granted Permanent Residency after the census date, you will be enrolled in the following trimester as a Domestic Student providing you submit documentary evidence of your change of visa status.
6. NCPS reserves the right to withdraw a course from offer at its discretion. If you are unable to enrol in a similar course(s) at NCPS and the enrolment is cancelled, all unspent fees will be refunded.
7. You are protected by the Education Services for Overseas Students (ESOS) legislative framework available at aei.gov.au.
8. You are expected to read the NCPS policies and procedures available online at <http://www.ncps.edu.au/policies-and-forms>

Acceptance into an NCPS course is conditional upon your agreement to be bound and abide by the policies, procedures and terms set out in the NCPS's Policies and Forms page as amended from time to time

Part of the Navitas Group



Education for your world

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