

LATROBE COLLEGE OF ART AND DESIGN

OVERSEAS STUDENT INFORMATION

Welcome

Latrobe College of Art & Design (LCAD) welcomes students from all over the world. LCAD is an Australian government-approved college delivering accredited Diploma and Advanced Diploma courses in Visual Art, Graphic Design and Game Art and Animation to domestic and overseas visa students.

About the College

LCAD is a small, friendly college established in Melbourne in 1995, leading the way in professional Visual Art, Design and Game Art & Animation education and training. We offer a specialised combination of theory and practical skills that encourage our students to be creative, innovative, and to think independently. Our teaching and administration staff enhances the learning experience, and our domestic students are friendly and welcoming. Our class sizes are between 8 and 14 students, enabling a high level of one-on-one tutoring (with some online study in the Game course) as well as generating a great sense of community support within the college. We offer excellent value for money with our high standards of teachers and training, and our students graduate with the confidence to embark on a career in art and design. All this makes LCAD an excellent choice for the overseas visa student wanting to study in Australia.

College Location and Facilities

The college location is at 138 Cromwell Street, Collingwood, Victoria, Australia 3066. The telephone number is 61 3 9495 6622. The website is www.lcad.edu.au, and the email is admin@lcad.edu.au

The college is a studio warehouse in the arts precinct of Collingwood, 2.5 km from the city centre of Melbourne. Collingwood is Melbourne's Art Precinct, known for its galleries, art spaces, restaurants, and community lifestyles. The diverse multicultural community makes the district a unique part of contemporary life in Australia. Melbourne is generally considered the leading creative cultural centre in Australia.

The college facilities include teaching studios, individual studios for second-year visual arts, sculpture studios with tools/ machine workshop, gallery exhibition space, storage racks, lighting studio, student common room and kitchen facilities, photography darkroom, computer access, projectors, and more.

Courses Available:

Course 1

CUA51125 Diploma of Visual Arts, 1 year full-time
3 days per week
CRICOS Course Code: 106860H

Course 2

CUA50725 Diploma of Graphic Design, 1 year full-time
CRICOS Course Code: 105825H

Course 3

CUA60725 Advanced Diploma of Visual Art, 2 years full-time
CRICOS Course Code: 106858B

Course 4

Game Art and Animation / double diploma/ 1 year full-time
CUA51125 Diploma of Visual Arts
CRICOS Course: 106860H
CUA51020 Diploma of Screen and Media
CRICOS Course: 113186A

Course Information

The course brochure will have further general information about the structure of each course offered at LCAD. To gain a more detailed understanding of assessment requirements and learning programs, please contact the college for an example of the student content and assessment for a single study unit.

When Can You Apply

There are generally three entry periods per year: February, June and September. Deadlines for enrolments are usually one month before the start of the term. Places may remain available after this date if the course is not filled.

- ENTRY option 1 is generally the third week of February
- ENTRY option 2 is generally the first week of June
- ENTRY option 3 is generally mid-September

Holiday Breaks

There are 3-week breaks between Terms. During the Australian summer break, there is a 2.5-month break between mid-December and mid-February. There is also a 1-week break in the middle of each Term.

Weekly Timetable

Contact the college for the latest weekly and Term course timetable. Contact is normally 3 to 3.5 days per week. The Game Art and Animation course has 2 days contact and 1 day online delivery.

How to apply

Course Applications are made directly through the college's website at <https://lcad.edu.au/>

1. Carefully read this document. If you are offshore, please direct any questions to the coordinator at admin@lcad.edu.au
2. Complete the **Application Form** on the college's website, <https://lcad.edu.au/>, under "Find your perfect course".
3. Please scan and email to the college:
 - Your passport (photo page).
 - Your secondary or high school results or highest education level (details below).
 - Some examples of your artwork or creative work that might include drawing, photography, digital work, or anything that may represent your interests. We are keen to talk to you if you have nothing to show.

The following is also required but can be sent before you start your classes:

- Receipt of your Overseas Student Health Cover (**OSHC**). This must be arranged before you enter Australia. The period of insurance should be for your whole course and until the time you leave.
- If English is your second language, Australian Immigration requires that you show proof of English proficiency. Completing a short IELTS test (or equivalent) is acceptable. The test result should level 6.0 with no individual band less than 5.5 (see English Language Proficiency further down for details).

The college will then review the student's application and, if complete, will offer the student a place in the course (usually, the college will get back within one week). The student will then:

4. Receive a **Letter of Offer** and an attached Acceptance Form and Enrolment Details Form. If the student is under 18, their parent or guardian must complete the Younger Overseas Students Application Form.
5. Fill in and return the required forms above, along with your enrolment deposit of \$1,450 or an arranged instalment amount (see details below), to confirm your enrolment (the \$1,450 deposit fee is subtracted from the overall tuition fees).
6. Once the college receives an email copy of your signed Acceptance Form and payment, the student will be issued with a CoE (Certificate Of Enrolment) and, if you are under 18, a Confirmation of Appropriate Accommodation and Welfare letter (CAAW). You will need this to apply for your visa at the Department of Home Affairs (Australian Immigration).
7. The balance of the term fees, or the instalment fee arrangement, is due at Orientation, usually 1 week before the beginning of classes.
8. To apply for your student visa, you must have your CoE, Letter of Offer, Acceptance Form and evidence of your payment to the college to apply for your visa.
9. Advise LCAD of your Visa confirmation as soon as possible.
10. Organise accommodation (details page 2).
11. If possible, prepare to arrive at least two weeks early for Orientation, purchase materials, meet teachers, and receive timetables.
12. Attend the first week of classes

Applying for your Student Visa in Australia

The next step is to apply for a Student Visa. For information about student visas, contact the Department of Home Affairs at <https://www.homeaffairs.gov.au/> or your local Australian Embassy. For further assistance, you may seek advice from a professional student agency.

You may need the following information to apply for your student visa:

- Letter of Offer
- Confirmation of Enrolment (CoE)
- Copy of your Acceptance Form showing you have paid your tuition fees
- Valid passport
- Proof of sufficient English level (see details further down). This can be completed just prior to starting the course).
- Students from some countries may be required to provide more evidence. Contact the college if we can help with this information.

English Language Proficiency

LCAD conduct all their classes in the English language. Applicants with English as their second language are required to have sufficient language proficiency. The minimum standard for English is IELTS (International English Language Testing Systems) 6.0 (with no individual band less than 5.5). See below for alternative test options. Applicants must show the college copies of their English test results. To do an IELTS test for English, go to <https://ielts.org/> and click on 'Find an IELTS test'. This will give you a list of countries that offer the test. Click on a country of your choice. It will give you a list of cities where the test can be taken. The cost ranges from approximately \$150 to \$350 Aus, depending on which country you are from.

Accepted alternative English tests:

English language test providers	Minimum score	Minimum score and at least 10 weeks English Language Intensive Courses for Overseas Students (ELICOS)	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	6.0	5	4.5
TOEFL internet-based test	60	35	32
Cambridge English: Advanced (Certificate in Advanced English)	169	154	147
Pearson Test of English Academic (PTE Academic)	51.6	40.8	30
Occupational English Test	B for each test component	N/A	N/A

Arriving in Australia

Upon arrival in Melbourne, the college can arrange a pick-up for you at the airport. The college will also ensure you are satisfied with all matters relating to your settling in Melbourne.

Student Support Services Officer:

The LCAD's Overseas Visa Student Contact will welcome you and help make your transition to Australia and to LCAD a smooth event. Please feel free to email any questions to admin@lcad.edu.au

Name: Penny Walker-Keefe **Email:** admin@lcad.edu.au (03) 9495 6622
Penny Walker-Keefe is the first contact officer at Latrobe College. She will advise on academic, and other areas relevant to her experience. She will coordinate social programs at the college when required. She also has first aid qualifications and a WCC.

Name: Katie Banakh **Email:** admin@lcad.edu.au (03) 9495 6622
Katie Banakh is the second contact officer at Latrobe College. She will advise on academic, and other areas relevant to her experience. She will coordinate social programs at the college when required. She also has first aid qualifications and a WCC.

Name: Jackie Ralph **Email:** ralphjackie0@gmail.com
Language, Literacy, Numeracy, Digital (LLND) Support Officer
Jackie Ralph held a similar role for Victoria University and offers advice and her services under the requirements of student support services at Latrobe College if needed. Her area of expertise is centred on students who might have literacy and numeracy issues in particularly if English is their second language. She has and a WCC.

Younger Students

The Younger Overseas Students Policy outlines LCAD policies and procedures for overseas students who have yet to turn 18. Commonwealth, state or territory legislation or other regulatory requirements relating to child welfare and protection. View the policy <https://lcad.edu.au/policies-and-information/>.

Studying in Australia

Melbourne has been consistently in the top three most liveable cities in the world since 2002 and won **The Most Liveable City** in the World award for 7 years in a row, from 2011 to 2017 (Economist Intelligence Unit's (EIU) Liveability Index). Australia also prides itself on having one of the highest-quality education systems in the world and has an international reputation for excellence in all areas of education and training. Australia is a multicultural society. It is a dynamic, vibrant country, and its people are energetic, friendly, and confident.

About Melbourne

Melbourne is the most livable city in the world (as rated by the Economist). Melbourne is sophisticated and very safe, and many varied activities are free or inexpensive for budgeting students.

<https://www.melbourne.vic.gov.au/>

<https://www.studyaustralia.gov.au/>

<https://www.visitvictoria.com/>

<https://studymelbourne.vic.gov.au/>

https://www.onlymelbourne.com.au/t-o-p-10-web-sites-about-melbourne#google_vignette

Melbourne has a very active art scene and is known for its rich cosmopolitan mix, excellent restaurants, and bars. There is always a festival happening in Melbourne – the comedy festival, the arts festivals, the music festivals. The city has lots of beautiful old buildings but also many amazing modern buildings, and there are lots of trees and parks. It is very easy to use public transport in Melbourne. It is famous for its excellence in education, with many high-quality schools and universities with an international reputation, so it is a great place to study and stay.

Cost of Living

To get up-to-date information on the likely cost of living in Melbourne, please visit <https://www.melbourne.vic.gov.au/> or

Employment

The Australian Government permits study visa students to work up to 48 hours per fortnight and unlimited hours during the holiday breaks. Students who choose to work must get permission to work included on their student visa. Many students find part-time work in retail, office administration, cleaning, tourism, and hospitality. You can look for jobs currently available by visiting these websites and searching for jobs like a shop assistant, department store staff, bartender, kitchen hand, waiter, cleaner, gardener, clerical assistant, babysitter, tutor, staff in fast food chains, supermarket staff, cinema staff etc. Go to <https://www.homeaffairs.gov.au/> or <https://studymelbourne.vic.gov.au/> or <https://www.studyaustralia.gov.au/> for more information.

Employment Rights

If the student feels they are not treated properly by their employer or they have workplace issues they cannot resolve, they can access the Fair Work Ombudsman (FWO). <https://www.fairwork.gov.au/>

Accommodation

There are various accommodation facilities available to suit different budgets and needs including:

- Home stay – popular with younger students, staying with an Australian family.
- Share Accommodation – living in a flat (apartment) or house with other students.
- Individual accommodation.

Please view the following to view optional sites: <https://studymelbourne.vic.gov.au/> or <https://www.studyaustralia.gov.au/>

If students cannot find appropriate accommodation through this option, contact the LCAD coordinator for further accommodation options. The accommodation costs will depend on which part of the city you would like to live in. Transport to the college is easy via train, trams and buses. Our students travel easily from all over Melbourne. You will need to arrange temporary accommodation or homestay accommodation before you arrive in Australia.

Student Support Services

LCAD provides support for all our Overseas visa students. We provide ongoing support during your time at LCAD. Being a small college, we nurture our students and are happy to help them adjust and settle into their new environment. The support personnel include the teachers, admin, student support services office and the coordinator/s. This support will include:

- Overseas visa student orientation
- Orientation to LCAD
- Advice on accommodation, living in Melbourne
- Ongoing student advice and support
- Working visa advice
- Individual consultation
- We are sensitive to individual religious & cultural needs
- Advice on gallery exhibitions with your work

Course Support

LCAD will monitor and support each student to help them achieve their expected learning outcomes. LCAD will ensure the student has contact and support available for any online study that may be part of their course.

If a student experiences difficulties with any of the theory or practical course work, they should first discuss the problem with their teacher, who can organise extra study time or give advice regarding ways to manage or deal with the study. If further support is needed, the coordinator will try to solve the issues by adjusting the study or providing other support.

Personal Counselling

If at any time you have a problem of a personal nature or you are feeling stressed and need to talk to someone, please feel free to talk to your Student Support Officer <https://lcad.edu.au/policies-and-information/>, your teacher, or your coordinator [admin@lcad.edu.au/](mailto:admin@lcad.edu.au) If you would prefer to consult a professional counsellor, we have a list of professionals we can recommend.

Discrimination, Bullying or Assault

A student who may have experienced any form of discrimination, bullying or assault whilst a student at LCAD is encouraged to seek support or assistance from the student services support officer who will recommend external support services at no extra charge to the student.

Privacy of Information

Personal information about the student or teacher may be shared between LCAD and the appropriate Australian government authorities. <https://lcad.edu.au/policies-and-information/>

Credit Transfer (CT)

If a student has previously successfully completed a unit being offered in the same program they are enrolled in at LCAD may apply for a Credit Transfer (CT). A CT only applies where the Unit of Competency code and delivery contexts are the same. Students must complete a **Credit Transfer Application Form** and supply the relevant evidence to support the application at least 2 weeks before the course begins. There is no charge for a CT. **National Recognition** - LCAD will recognise qualifications gained at other institutions with full credit if LCAD is delivering the exact same qualification.

Recognition of Prior Learning – RPL

LCAD acknowledges that students may have gained some of the LCAD competencies through previous study, life or work experiences. The student enrolled at LCAD can apply to the college to have their experience recognised against study units they are studying through RPL assessment. If the student is applying for more than 50% of the study to be recognised, the college may recommend a different course to study. RPL applicants must advise the college they wish to undertake RPL at least two weeks before the commencement of the course. Applications received after this deadline will not be considered. Charges apply for applications for RPL which are the same as the charge for completing the unit. An **RPL Application Form** can be obtained from

Overseas students must be enrolled in 20 hours of course contact each week. RPL may reduce the length of your study visa.

Expected Mode of Delivery

All classes are face-to-face on campus. The Game Art and Animation course will include 1 day of online study.

Third-Party Arrangements

LCAD does not use or have third-party arrangements to deliver or assess its courses. LCAD will advise all students and incoming students if the college has or will have any arrangements with 3rd parties. LCAD is responsible for the quality of students' studies, even if a Third Party is delivering that study.

Student Visa Requirements

The Australian government allows non-Australian citizens to study in Australia with a student visa. A student visa is only issued if you have enrolled and have been accepted through an approved Australian Government education provider, CRICOS registration. Before enrolling, you must understand the visa regulations for your country of origin. Details about student visas can be found at <https://www.homeaffairs.gov.au/> or by contacting your local Australian Embassy/Consulate.

Cancellation of Student Visa

At the beginning of the course, if an application for a student visa is refused, then all course fees will be refunded in full, less the \$300 Application Fee if documentary evidence is supplied within 14 working days of visa rejection. See the **Deferral Suspension Withdrawal** policy at <https://lcad.edu.au/policies-and-information/>

Deferring, Suspending or Cancelling Enrolment

See the Deferral Suspension Withdrawal policy and application forms at <https://lcad.edu.au/policies-and-information/>

Overseas Students Health Cover (OSHC)

Overseas visa students studying in Australia (certain countries are exempt) must have private health insurance as a student visa condition for the whole study period and allow extra time for pre and post-course stay in Australia. OSHC fees can be arranged independently or through LCAD at enrolment and paid to Medibank on your behalf. <https://www.medibank.com.au/overseas-health-insurance/> Other suppliers are, for example, BUPA.

Academic Requirement

The academic entry level at LCAD must meet the requirements of Australian Immigration regulations. LCAD requires that the Overseas visa student has sufficient ability to undertake and complete the course. Sufficient high school studies are part of the LCAD entry requirements, as are other experiences, such as a folio of your artwork. LCAD is interested in hearing from students who might fall outside these requirements.

Progress and Attendance

It is a requirement of your visa conditions to attend all your classes and studio time for up to 20 hours a week. The college will keep attendance records of all scheduled classes, and if your attendance drops below 80%, the college will notify authorities, and your student visa may be terminated. If your attendance is unsatisfactory, you will be required to attend counselling. A doctor's medical certificate is required if you are absent for more than two days. Students must maintain their course progress. Failure to do so without compelling reasons may affect the student's visa, requiring them to return to their country.

See the college policy **Overseas Student Visa Requirements** on attendance, course progress and intervention is available on LCAD's website at <https://lcad.edu.au/policies-and-information/>

Transferring from or to another Provider

Overseas visa students are restricted from transferring between different providers before they have completed 6 months of their course. The student can apply to LCAD and request an early release if there is a valid compassionate or compelling reason, or they feel their education agent or LCAD has misled them, or the course is unsuitable, or LCAD cannot provide the course of their choice. The student must also provide LCAD with a valid Offer from another provider. Once the application is received and accepted by LCAD, the student will be issued a Letter of Release, and LCAD will change their details on PRISMS.

Complaints and Appeals

For any complaints, the student can access the college's Complaints and Appeals policies at <https://lcad.edu.au/policies-and-information/>

Education Services for Overseas Students (ESOS)

Further information about ESOS legislative can be found at "Education Services for Overseas Students (ESOS) Framework" at <https://www.education.gov.au/esos-framework>

Change of Contact Details

It is a visa requirement that the student advises LCAD of any changes to their address or contact details within 7 days.

Student Records

Administration updates student academic records at the end of each study term or assessment period.

School-Aged Dependents

All prospective students should be aware that if they have school-aged dependents coming to Australia with them, they would be required to pay full fees if they are enrolled in either a government or a non-government school

Critical Incidents

A critical incident affecting a college is any event that causes many people to experience reactions that might result from a traumatic event, such as an accident, fire, serious illness, or death involving a student or staff member or someone connected to the college. This might occur within or outside the college, such as an incident on an excursion. The coordinator will immediately

advise in all situations that might constitute a critical incident, and they will then initiate a series of steps dependent on the severity of the incident.

Overseas Visa Student Fee Structure

Option 1: Payment by term (three terms per year)		AUD \$7,150
Option 2: Monthly Instalment - \$1,450 deposit followed by 8 monthly instalment payments, due on the first of the month		AUD \$2,500
Option 3: Instalment - \$1,530 deposit followed By 12 payments		AUD \$1,660
Diploma of Visual Arts	Course Total	AUD \$21,450 1 year
Diploma of Graphic Design	Course Total	AUD \$21,450 1 year
Advanced Diploma of Visual Arts	Course Total	AUD \$42,900 2 years
Game Art & Animation- double diploma (Diploma of Visual Arts and the Diploma of Screen & Media)		
	Course Total	AUD \$24,900 1 year

Payment of Fees

The Deposit is due when Enrolment is confirmed. The term payment or balance of fees is due at Orientation, normally a week before classes commence. Instalments are due on the first of the month.

The college reserves the right to charge the course fee of the day if there are any changes to the course fee whilst the student is enrolled (normally, there may be a small annual increase to fees).

All fees are charged in Australian dollars (AUD). Payment can be made with cash, credit card or EFT (direct deposit through the student's bank app). There is a Non-refundable General Service fee of AUD \$300. A 1% credit card bank charge will be charged on any fees paid by credit card if the student is refunded.

Course Materials

Students will be expected to outlay between \$150 to \$300 for course materials and consumables for their studies.

Overseas Study Unit

If available, students can elect to complete an optional two-week intensive study unit overseas with credit towards some of the qualifications at LCAD. The destinations change each year and include New York, Venice Biennale, Berlin & Kassel Documenta, Japan and Bali. There are extra charges for overseas study units. The tuition component is approximately the value of two individual units at LCAD.

TPS - Protection of Student Fees

Overseas student tuition fees are protected through the Australian Government's Tuition Protection Scheme (TPS). All overseas visa students are protected under Australian consumer protection laws. <https://tps.gov.au>. Any fees paid at one time that are more than \$1500 are considered advanced payment by a student and are thereby protected by the TPS program in the unlikely case LCAD is suddenly unable to deliver a student's enrolled course.

Late Payments

If a payment is late by one week, a 5% fee will be charged on the outstanding amount or overdue instalment by LCAD. If a payment is late by one month, a 10% late fee will be charged by LCAD. The student will pay all costs in recuperating fees.

General Service Fee:

- Covers the cost of all relevant Government Administration and enrolment processing
- Secures your place in the course.

Course Fee Includes:

Complete education costs provided. Students will have material fees. There are no other extra hidden costs.

Refunds

Please see the Refunds policy and application form at <https://lcad.edu.au/policies-and-information/>

Agents

Please see LCAD's website at <https://lcad.edu.au/policies-and-information/> for a list of current Education Agents

Enrolment Conditions

Enrolment conditions are detailed in the students' Acceptance Form. Please see other more detailed policy details at <https://lcad.edu.au/policies-and-information/>