

## IMPORTANT NEWS FOR ALL BUSINESS/IT STUDENTS

**Please read this document very carefully  
as it has changed for Term 1, 2010.**

### Enrol Online in Term 1-2010!

For Term 1 2010 APC will be offering online enrolment to **existing** students\*.

**Online enrolment starts at 9am on Thursday  
14/01/2010 at [www.apc.edu.au/enrolnow](http://www.apc.edu.au/enrolnow)**

Be sure to pay for term 1 by 11/12/2009 to avoid late fees and delays when enrolling online.

Face to face enrolment starts at 9am on Monday 18/01/10.

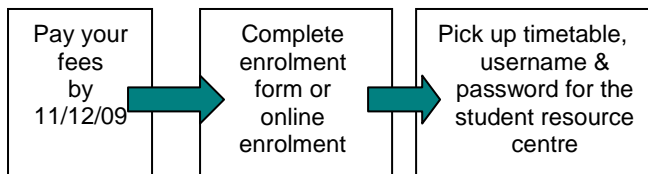
\*Not available for students under intervention  
& students graduating at the end of T1-2010

### Course Fees 2010

Fees for current students will increase on 28/04/2010.

Lock in your 2009 rates by paying your remaining installments on or before 27/04/2010.

### What do I need to do to enrol?



If you miss or skip a step you are NOT enrolled.

### Why do I need to pay by 11/12/09?

All students are required to pay their Term 1 fees on or before 11/12/09 (week 9 of term 4) if they wish to secure their place in class for Term 1, 2010. If you do not pay on time your place may become unavailable. You will not be able to enrol if you have not paid for Term 1.

### How can I pay my fees?

You can pay by cash, direct deposit, EFTPOS or by credit card (surcharge applies). If you are paying by cash, you can only pay at Kent Street. If you are paying by direct deposit please **put your student number on the deposit information** to avoid delays at enrolment. If you pay your fees to an official APC agent, please bring your receipt to Student Services before enrolling online.

*(APC banking details: Westpac Account – Account Name: Australian Pacific College – BSB 032013 – Account#: 131540)*

### Can I get my friend to enrol for me?

No, other people such as your friends, family, partners and agents cannot pick up your timetable; you must do this in person.

### When is enrolment?

The face to face enrolment period happens during the holidays, in the two weeks before term starts.

### Where can I enrol?

All existing students have the option to enrol online [www.apc.edu.au/enrolnow](http://www.apc.edu.au/enrolnow) or in person (face to face) at one of the following locations:

- City students enrol at our York St campus
- Bondi students enrol at our Bondi campus
- Manly students enrol at our Manly campus

You should allow 1 full day to enrol if you are enrolling face to face.

### What are the opening hours of enrolment?

Method	Opening hours
Online	24 hrs/day (from 9am 14/01/10-8pm 29/01/10)
Face to face	9am-1pm and 2pm-4pm daily* except for Tuesday 26/01/10 when the college is closed for a public holiday.

*\*If you arrive after 4pm you may be asked to return the next day to complete your enrolment (Open to 5pm on 29/01/2010).*

### Can I enrol early or late?

No. If you have difficulty during the enrolment period please contact the college immediately.

Late enrolments in weeks 1 and 2 of term are not possible.

### Why do I need a Student ID card?

Student ID cards must be carried at all times when you are on campus. If you don't have your card you may be prevented from entering the college or be asked to leave. This is important to protect you and your property. See reception if you need an ID card.

### Important dates to remember for Term 1, 2010

11/12/09 (5pm)	Last day to pay Term 1, 2010 fees
11/12/09 (5.01pm)	Term 1, 2010 late payment fees apply (\$100) from 5.01pm 11/12/09 to 29/01/10.
14/01/10 (9am)	Online enrolment opens
25/12/09-01/01/10	APC closed for Christmas/New Year
04/01/10	APC opens for 2010
18/01/10 (9am)	Face to face enrolment opens
29/01/10 (5pm)	Face to face enrolment closes
29/01/10 (8pm)	Online enrolment closes
29/01/10	Last day to apply to finish early on 02/04/10 without penalty
01/02/10	Term 1, 2010 classes start
15/02/10	Enrolments cancelled for students who have not re-enrolled in T1-10
01/04/10 (Thurs)	Term 1, 2010 classes finish Last day to pay Term 2 2010 fees
27/04/10 (Tues)	Term 2, 2010 classes start

## When are my classes?

Classes will be timetabled anytime from Monday to Saturday. Please see below for a **sample** timetable:

Time	Mon	Tue	Wed	Thurs	Fri	Sat
7:30 - 8:30 am	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial
Morning Session 8:30am - 12:00 pm	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture
12:00-12:30 pm (Break)						
Afternoon Session 12:30 - 4:00 pm	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture
4:00 - 5:00 pm	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial
5:00 - 5:30 pm (Break)						
Evening Session 5:30 - 9:00 pm	Lecture	Lecture	Lecture	Lecture	Lecture	
9:00 - 10:00pm	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial	

Lectures and tutorials may be mixed and each student will study a total of 20 scheduled, face to face hours per week for each 9 week term they are enrolled in.

## How long is my course?

Qualification	IT	BSB07	BSB01
Certificate III	2 terms	2 terms	2 terms
Certificate IV	4 terms	3 terms	4 terms
Diploma	6 terms	3 terms	6 terms
Advanced Diploma	n/a	3 terms	8 terms

Refer to APC website for the difference between BSB01\* and BSB07 business courses.

One term = 12 weeks (9 wks study & 3 wks course break\*\*)

\* The last start date for new BSB01 students was 27/4/2009

\*\*Please note the Christmas/New Year break is 7 wks long

## What do I do if I plan to withdraw?

It is APC policy that all students are required to give one term's (12 weeks) notice of intention to withdraw or discontinue their course. If you do not give one term's notice you will be required to pay a cancellation fee. You must fill in a course variation form at Student Services to withdraw from your course.

## What if I need to take time off during the term?

If you are unable to attend classes for an extended period of time you may wish to apply to suspend your course. Course suspensions are permitted only in limited circumstances (e.g. major illness, death in the family). For more information please read the full policy and National Code explanatory guide: [http://apc.edu.au/policies/deferment\\_suspension\\_cancellation\\_policy.pdf](http://apc.edu.au/policies/deferment_suspension_cancellation_policy.pdf)  
[http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard\\_13.htm](http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm)

## What do I do if I have a complaint?

If you have a complaint please speak to someone in Student Services. If they are unable to help you please fill in a grievance form to continue the process.

## Do I have to come to class? (Attendance)

Yes, APC expects students to come to 100% of classes. Rolls are marked from the beginning of term. APC has elected to implement the DEEWR-DIAC Policy which does not require APC to monitor attendance for visa purposes. For more information on this policy please visit this website: [http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC\\_Course\\_pdf.htm](http://aei.dest.gov.au/AEI/ESOS/QuickInfo/DIAC_Course_pdf.htm)

## Can I copy someone else's work? (Plagiarism)

No! Please remember that any work done needs to be your own work. It is not acceptable to submit work copied from books, the internet or other people. This sort of behaviour is considered cheating. Assessments that are plagiarised or copied will receive a mark of zero and this will result in you failing this subject.

## Do I have to pass my subjects? (Course progress)

Yes, you are required to maintain a satisfactory academic progress. This means you are required to pass at least 50% of each of your scheduled subjects in any term. In addition, with some courses you must pass 100% of subjects to be awarded with a qualification (Certificate/Diploma). If you do not pass 100% of subjects you will receive a Statement of Attainment instead of a qualification.

## What happens if I fail more than 50% of my subjects?

If you do not pass more than 50% of your subjects in one term, APC's Intervention Strategy will be activated and you will be notified of your risk of not maintaining satisfactory academic progress. You may be eligible to be reassessed and a reassessment fee will apply in such cases.

Intervention meetings will happen in week 1-4 term. You will be notified if you need to attend.

## What happens in an intervention meeting?

You will attend a meeting with one of our compliance officers who will advise you on:

- the suitability of the course in which you are enrolled;
- opportunities for you to be reassessed for tasks in units or subjects you had previously failed;
- how to demonstrate the necessary competency in areas in which you had not been previously able to demonstrate competency; and
- the consequences of failing two consecutive terms, i.e. being reported to DIAC and cancellation of your visa, depending on the outcome of any appeals process.

## What happens if I continue to fail?

If you are identified as not making satisfactory course progress in a second consecutive compulsory study period APC will give you written notice of intention to report you to DIAC for unsatisfactory progress. Once notified, you are able to appeal the decision by accessing APC's complaints and internal appeals process for free and the external appeals process (refer to [www.apc.edu.au/complaintsandappeals](http://www.apc.edu.au/complaintsandappeals) for more information) for a nominal administrative fee of \$200 and have 20 working days in which to do so (fees current at time of printing).

## Still confused?

For further information about APC and its policies please check the "Student Orientation Handbook" at [www.apc.edu.au](http://www.apc.edu.au). Conditions of Enrolment are subject to change without notice.