

IMPORTANT NEWS FOR ALL VOCATIONAL STUDENTS

*Please read this document very carefully
as it has changed for Term 1, 2011.*

Enrol Online in Term 1-2011*

Online enrolment* starts	Face to face enrolment starts
9am Tuesday 25/01/2011 www.apc.edu.au/enrolnow	9am Friday 28/01/2011 York, Manly and Bondi Junction campuses

Be sure to pay for term 1 by 10/12/2010 to avoid late fees and delays when enrolling online.

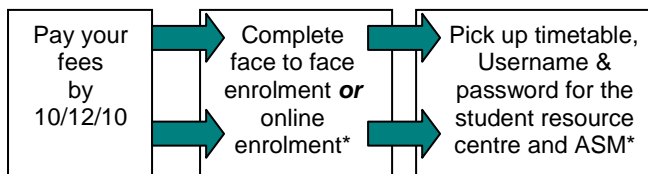
*Not available for students under intervention or on course suspension
Students graduating at the end of T1-2011 need to contact us before online enrolment.

Industry update:

All VET colleges in NSW are now required to monitor and keep records of attendance of their overseas students. For more information go to:
http://www.vetab.nsw.gov.au/overseas_students_attendance_guideline.php

Students should be aware that failure to attend scheduled classes and tutorials may impact on their student visa.

What do I need to do to enrol?



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

* ASM = Academic Support Materials. NOTE: You must accept and print your timetable to receive your username and passwords

Why do I need to pay by 10/12/2010?

All students are required to pay their Term 1 fees on or before 10/12/2010 (week 9 of term 4) if they wish to secure their place in class for Term 1, 2011. If you do not pay on time your place may become unavailable and your eCOE will be cancelled. *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 credit card (surcharge applies). Cash payments are only available 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 by direct deposit or to an official APC agent make sure you get a receipt and bring it 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 enrol in person or online.

When is enrolment?

The enrolment period occurs during the holidays, in the two weeks before term starts (25/01/2011-3/02/2011).

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Where can I enrol?

All existing students have the option to enrol online 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 up to 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 25/01/11 until 8pm 03/02/11)
Face to face	9am-4pm daily* (28/01/11 until 03/02/11)

*Weekdays only. If you arrive after 4pm you may be asked to return the next day to complete your enrolment (Open to 5pm on 03/02/2011).

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 usually not possible without evidence of compassionate/ compelling circumstances.

Can I change my timetable?

Once you accept and verify your timetable there is a \$100* administration fee to change it. Changes are only allowed before the end of week 2 of term.

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, 2011

26/11/10 FRI	Last day to withdraw at the end of T4, 2010 without cancellation fee
10/12/10 FRI	Last day to pay Term 1, 2011 fees
After 10/12/10	Term 1, 2011 late payment fees apply (\$100)
10/01/11 MON	Holiday Intervention Program starts (Kent St campus, 9am, 1pm, 5pm)
14/01/11 FRI	Holiday Intervention Program ends
21/01/11 FRI	Orientation for NEW students (9am, 11am, 1pm, 3pm at York St, Bondi Junction and Manly campuses)
25/01/11 TUES	Online enrolment opens (9am) (www.apc.edu.au/enrolnow)
26/01/11 WED	Australia Day Public Holiday – college closed
28/01/11 FRI NEW!	Face to face enrolment opens (9am) (York St, Bondi Junction and Manly campuses)
03/02/11 (5pm) THUR 03/02/11 (8pm) THUR	Face to face enrolment closes NEW DAY! Online enrolment closes
04/02/11 FRI NEW!	Term 1, 2011 Late enrolment fee (\$100) applies (conditions apply)
07/02/11 MON	Term 1, 2011 classes start
18/02/11 (5pm) FRI	eCOEs cancelled for continuing students who have not re-enrolled/resumed study in T1, 2011
18/02/11 (5pm) FRI	eCOEs cancelled for new students who have not enrolled/commenced study in Term 1, 2011
25/03/11 (5pm) FRI	Last day to withdraw at the end of Term 1, 11 without cancellation fee
08/04/11 FRI	Term 1, 2011 classes finish Last day to pay Term 2 2011 fees

How will the college contact me?

Most contact is made by SMS or email. Ensure your email and mobile details are up to date. You can update your details at reception or student services.

When are my classes?

Classes will be timetabled anytime from Monday to Sunday. Lectures and tutorials may be mixed and each student will study a total of 20 scheduled hours per week for each 9 week term they are enrolled in.

Do I need to go to my tutorials?

Yes. Please note tutorials start in week 2 of every term.

How long is my course?

Business courses are generally 2 to 3 terms in length. IT courses are generally 6 terms in length.

One term = 12 weeks (9 weeks study & 3 weeks course break except at Christmas time when the break is 7 weeks)

Can I change my timetable?

Once you accept and verify your timetable there is a \$100[^] administration fee to change it. Changes are only allowed before the end of week 2 of term.

Can I bring my child to class?

No. The college does not have facilities for children and babies. You will need to make arrangements for your own offsite childcare or schooling. Please note school aged dependants must be enrolled in school.

Can I bring my friend to class?

No, you cannot bring friends to class.

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.

What happens if I miss class?

If you miss class you will be marked absent and you may miss an assessment.

Can I hand in assignments late?

You may hand in assignments up to 10 working days late. You will lose 5% of your marks for each day that your assignment is late.

You may apply for an extension of these dates at student services only if you have a valid medical excuse supported by medical documents (certificates accepted from registered medical providers only).

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://www.apc.edu.au/pdfs/policies/deferment_suspension_cancellation_policy.pdf
http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_13.htm

What do I do if I plan to withdraw?

Students are required to notify us by the end of week 7 of their intention to withdraw at the end of that term.

If you withdraw after week 7 (for the end of the same term) a cancellation fee will apply (currently \$500[^]).

What is the Holiday Intervention Program?

The Holiday Intervention Program (HIP) is an opportunity for students who have not met the outcomes of their Academic Support Material to catch up and improve their result. The HIP is run during the term break at our city campuses. The college will notify you if you are required to attend this program.

[^] Fees may be subject to change without notice

What if I don't re-enrol?

If you do not enrol the college will take this as your intention to withdraw and cancel your enrolment (and your eCOE).

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 (*please refer to APC Assessment Policy*). Assessments that are plagiarised or copied will receive a mark of zero and this will result in you failing the assessment. Students who continue to plagiarise may have their enrolment cancelled.

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.

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 (*please refer to APC Intervention Policy*).

Can I redo subjects if I do not pass?

If you get a result between 45 and 49 you can apply to for a reassessment. A fee will apply in such cases (currently \$50[^] per assessment).

If your mark is less than 45 you will need to redo the subject at your own cost (currently \$400[^]) and complete it no later than week 6 of term.

What is intervention?

Intervention is a meeting to discuss why you have not performed well academically. You may bring a friend to intervention with you if you like. Intervention meetings will happen in weeks 1, 2, 3 and 4. You will be notified if and when 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 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 internal Complaints and Appeals process for free and the external appeals process (refer to http://www.apc.edu.au/pdfs/policies/Complaint_Grievance_Policy.pdf 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).

Can I still get a qualification?

With most courses you must pass all of the subjects to be awarded with a qualification (Certificate/Diploma). If you do not pass all of the subjects you will receive a Statement of Attainment instead of a qualification.

Still confused?

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

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.

View your results online using the online enrolment centre → <http://www.apc.edu.au/enrolnow>