

## IMPORTANT NEWS FOR ALL BUSINESS/IT STUDENTS

*Please read this document very carefully  
as it has changed for Term 2, 2010.*

### Enrol Online in Term 2-2010!

For Term 2 2010 APC will be offering online enrolment to **existing** students\*.

**Online enrolment starts at 9am on Monday 12/04/2010 at [www.apc.edu.au/enrolnow](http://www.apc.edu.au/enrolnow)**

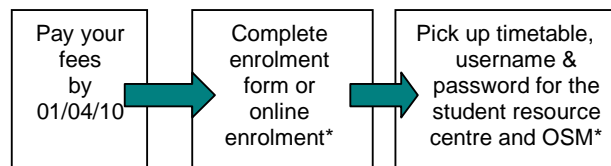
Be sure to pay for term 2 by 01/04/2010 to avoid late fees and delays when enrolling online. Face to face enrolment starts at 9am on **Wednesday 14/04/10**.

\*Not available for students under intervention & students graduating at the end of T2-2010

### TEACHER/TRAINER OF THE MONTH!

Has your trainer done a great job? Nominate them for our Teacher/Trainer of the Month Award. Nominations can be made at Reception/Student Services (Maximum one nomination per month)

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



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

*\*You must accept and print your timetable to receive your username and passwords*

### Why do I need to pay by 01/04/2010?

All students are required to pay their Term 2 fees on or before 01/04/2010 (week 9 of term 1) if they wish to secure their place in class for Term 2, 2010. 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 2.*

### How can I pay my fees?

You can pay by cash, direct deposit, EFTPOS or 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 by direct deposit or 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 enrol in person or online.

### When is enrolment?

The enrolment period occurs 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 12/04/10-8pm 23/04/10)
Face to face	9am-4pm daily* (14/04/10-23/04/10)

*\*Weekdays only, If you arrive after 4pm you may be asked to return the next day to complete your enrolment (Open to 5pm on 23/04/2010).*

### 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 usually not possible without evidence of compassionate/ compelling circumstances.

### 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 2, 2010

20/03/2010 (5pm)	Last day to withdraw at the end of T1, 10 without penalty
01/04/2010 (5pm)	Last day to pay Term 2, 2010 fees
01/04/2010 (5.01pm)	Term 2, 2010 late payment fees apply (\$100) from 5.01pm 01/04/2010 to 23/04/2010.
12/04/10 (9am)	Online enrolment opens
14/04/10 (9am)	Face to face enrolment opens
23/04/10 (5pm)	Face to face enrolment closes
23/04/10 (8pm)	Online enrolment closes
27/04/10	Term 2, 2010 classes start
27/04/10	Term 2, 2010 Late enrolment fee (\$100) applies (conditions apply)
10/05/10	Enrolments cancelled for students who have not re-enrolled and/or resumed study in Term 2, 2010
11/06/2010 (5pm)	Last day to withdraw at the end of T2, 10 without penalty
25/06/10	Term 2, 2010 classes finish Last day to pay Term 3 2010 fees
19/07/10	Term 3, 2010 classes start

### 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, student services or at the student resource centre [www.apc.edu.au/src](http://www.apc.edu.au/src).

### When are my classes?

Classes will be timetabled anytime from Monday to Saturday. 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.

### How long is my course?

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

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

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

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

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

### Can I change my timetable?

Once you accept 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. 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)

### What happens if I miss class?

If you miss class you will be marked absent.

### 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 and medical certificates (registered medical providers accepted 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://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 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^).

^ 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.

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.

### 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^).

### 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 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).

### Can I still get a qualification?

With some courses (BSB07) 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](http://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.