This document provides a checklist for all prospective international students wishing to study at Qantm College in Australia. Please read through the attached information before lodging your application, and tick the boxes on completion of each entry requirement.

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STEP | TASK
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1 | Gather INFORMATION about the college and the course.

The information you have obtained about Qantm College should include the following documents:
- Qantm College Study Brochure
- Student Fee Schedule
- Application Form
- Overseas Healthcare (OSHC) policy document
- Relevant course outlines and course descriptors

You can also access lots of information about the college, the courses and the Policies & Procedures on our website – www.qantm.com.au. Please ensure you familiarise yourself with the Qantm College Student Handbook and Student Policies located on our website. You must also check that you fulfil the entry requirements for the course of your choice. You must have successfully completed Secondary Studies (High School) and meet our English Language requirements as follows:

- 18 years of age or older;
- IELTS score of 5.5 for Diploma Course or 6.0 for Degree Course;
- OR, have successfully completed a minimum of two years study conducted in English.

For individual advice about whether you fulfil the English language requirement please contact us. We are happy to discuss your individual circumstances and advise you on how to proceed. For general information about life in Australia, visit www.immi.gov.au/living-in-australia

Finally, ASK QUESTIONS! You are welcome to email or phone the College to ask questions about us, our courses or the application process. We are happy to assist you and are here to make your Qantm College experience the very best possible. Contact details for each Qantm College Campus are as follows:

### QANTM COLLEGE CAMPUSES

<table>
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<th>Campus</th>
<th>STREET ADDRESS</th>
<th>POSTAL ADDRESS</th>
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<tbody>
<tr>
<td>BRISBANE</td>
<td>Level 10, 138 Albert Street</td>
<td>P.O. Box 15477</td>
</tr>
<tr>
<td></td>
<td>BRISBANE QLD 4000</td>
<td>CITY EAST QLD 4002</td>
</tr>
<tr>
<td></td>
<td>Phone: +61 7 3017 4333</td>
<td>Email: <a href="mailto:infobrisbane@qantm.com.au">infobrisbane@qantm.com.au</a></td>
</tr>
<tr>
<td></td>
<td>Fax: +61 7 3003 0953</td>
<td>Web: brisbane.qantm.com</td>
</tr>
<tr>
<td>SYDNEY</td>
<td>Level 3, 74 – 78 Wentworth Avenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SURRY HILLS NSW 2010</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: +61 2 8241 5300</td>
<td>Email: <a href="mailto:infosydney@qantm.com.au">infosydney@qantm.com.au</a></td>
</tr>
<tr>
<td></td>
<td>Fax: +61 2 8241 5322</td>
<td>Web: sydney.qantm.com</td>
</tr>
<tr>
<td>MELBOURNE</td>
<td>235 Normanby Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOUTH MELBOURNE VIC 3205</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: +61 3 9681 8422</td>
<td>Email: <a href="mailto:infomelbourne@qantm.com.au">infomelbourne@qantm.com.au</a></td>
</tr>
<tr>
<td></td>
<td>Fax: +61 3 9681 8466</td>
<td>Web: melbourne.qantm.com</td>
</tr>
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STEP | TASK
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2 | Decide if you would like to use an EDUCATION AGENT

Some students choose to use an Education Agent or Migration Agent to assist them in organising their studies. If you choose to engage an agent to act on your behalf, please ensure you notify the college and complete the appropriate section on the Application Form. We will then communicate with your agent regarding your application.

STEP | TASK
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3 | Organise CERTIFIED COPIES of your documents

You will need to supply certified copies of your passport and academic results. Please ensure that the person certifying the copies of your original documents is a registered Justice of the Peace or a responsible person of a similar standard. If you have any questions about this process, please contact us.

Copies of official documents included with the application must be in English and verified as being a true and accurate copy of the original. The records department of the institute that originally issued the document(s); or anyone currently employed as a professional person can verify copies. For example, a bank manager or a credit union branch manager; accountant; barrister; solicitor; police officer of the rank of sergeant or above; postal manager; principal of an Australian educational institute or a Justice of the Peace.

The person verifying the documents must write “This is a true copy of the original document signed by me” and should sign and print the following details:

- Name
- Address
- Daytime phone number
- Profession or occupation
- Organisation and registration number (where applicable)
- Date verified

STEP | TASK
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4 | Complete your APPLICATION form and SEND it to Qantm College

Complete, date and sign the Application Form. Please ensure you have read all documentation required for the application. You may send your application by post, courier, fax or as a scanned attachment to an email. It’s a good idea to let us know when you have sent your application so that we can confirm its arrival. Once received, your application and any supporting documentation will be reviewed by the admissions staff at Qantm College. You may be asked to clarify or provide additional information before your application can be fully processed. If any issues arise with your application, you (or your agent) will be contacted.
**STEP 5**

**TASK**

Wait for a LETTER OF OFFER

Once approved, you will receive a ‘Letter of Offer’ detailing the course, campus, cost and important dates for the enrolment you have been offered. You will receive one of two types of Letters of Offer:

1. An unconditional Letter of Offer means that you have met all entry requirements.
2. A conditional Letter of Offer means that there are entry requirements that are yet to be satisfied. The applicant will be asked to submit further documents or evidence to support their application.

**STEP 6**

**TASK**

ACCEPT your place and PAY THE MINIMUM TUITION PAYMENT and OVERSEAS STUDENT HEALTH COVER FEES (if you would like Qantm College to arrange your health cover)

Please accept the offer by completing the ‘Acceptance of Offer’ agreement included with your Letter of Offer. Completing and signing this document confirms that you, the Applicant, agrees that all information on the Letter of Offer is correct and that you are accepting the offer and have read and understood Qantm College’s Policies and Procedures.

You must now organise the payment of your tuition. The minimum payment that you can make is AUD$7000.00, the tuition for your first trimester of study with Qantm. You will need to refer to the Fee Schedule for more information about the options for tuition payments and potential savings. In addition, you will be required to pay Overseas Student Health Cover (OSHC). OSHC is insurance that assists international students to meet the costs of medical and hospital care that they may need while studying in Australia. You can choose to:

- Pay upfront for the entire amount required to cover your OSHC for the duration of your time in Australia and Qantm College will arrange your OSHC for you; OR
- Provide proof that you already have OSHC that covers you for the entire duration of your time in Australia. Evidence must be provided before Qantm College issues you with your eCOE. For more information on OSHC, please ask Qantm College administration.

You should notify us of your chosen method of payment for your tuition fees and OSHC, and attach a copy of the payment receipt. You can pay the deposit and OSHC in one of the following ways:

- Cash – in person at Qantm College Brisbane, Sydney or Melbourne Campuses
- Money Order or Cheque (AUD$) - made payable to SAE Institute Pty Ltd
- Visa or Mastercard – card details may be listed on the Application Form
- Electronic Transfer or Direct Deposit into the following Qantm College account:
Bank: Commonwealth Bank of Australia  
BSB: 062-000  
Account: 108-10388  
Account Name: SAE Technology College  
SWIFT CODE*: CTBAAU2S  
*Only required if transferring funds from outside Australia

**Important:** Please identify all Electronic Transfers or Direct Deposits only by the student’s name as it appears on the passport and always keep your payment receipt details. This enables us to correctly identify the funds as yours, and credit them to your student account.

Once the tuition payment has been received, you will be issued a receipt and your electronic Confirmation of Enrolment (eCoE) will be created.

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**STEP**

**TASK**

7. Receive your eCoE and organise your VISA

Your electronic Confirmation of Enrolment (eCoE) will be emailed to you (or to your appointed agent) as a PDF document. You, or your agent, will need to organise the appropriate visa for your studies in Australia. Supply the eCoE to the nearest Australian Immigration Office to complete the student visa application process.

International students who wish to study at Qantm College in Australia must comply with the Department of Immigration and Citizenship (DIAC) requirements and Qantm College regulations. Here is some general information regarding Visa and legal requirements which can also be found at [www.immi.gov.au](http://www.immi.gov.au) and [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

- All Qantm College courses registered on CRICOS are full-time courses and international students applying to study at Qantm College must ensure they complete the course within the duration specified in their eCoE unless an extension has been granted.

- Once accepted, you will not be permitted to defer or suspend your studies unless on the grounds of illness (evidenced by a doctor’s certificate) or other exceptional compassionate circumstances beyond your control, for example, bereavement. Should a deferment or suspension of your studies be approved, Qantm College will report this change of the enrolment to DIAC (via PRISMS). Advice will be sent to you of the report made.

- Should you complete your studies prior to the due completion date, Qantm College will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.

- Should you request a change to your course enrolments, Qantm College will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.

- Should you breach your visa conditions, Qantm College will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.

- Some visa applications may require you to have a medical examination or provide legal documents. You should begin researching these requirements as soon as your registration
with Qantm College is processed as it may take between 6-8 weeks for your Visa application to be processed.

Each country has a specific Assessment Level, under which the student visa application will be processed. There are 5 different Assessment Levels, level 1 being the lowest and level five the highest. The Assessment Level subclasses that relate to Qantm College qualifications are Subclass 572 – to Study a Diploma and Subclass 573 – to Study a Degree. Your Country’s Assessment Level and visa subclass can be found at: www.immi.gov.au/students/student-visa-assessment-levels.htm and refer to: http://www.immi.gov.au/allforms/pdf/assessment-levels.pdf.

If you have an assessment level 2, 3, 4 or 5, then you must make your first student visa application while you are outside Australia.

If you have an assessment level 2, 3, 4 or 5, then you must make your first Student Visa application while you are outside Australia. If you are applying outside Australia with an Assessment level 3 or 4 you must take the ‘Letter Offering you a Place in a Course’ to your nearest Australian Immigration Office to begin your student visa application.

If you have an assessment level 1, you may apply online. To submit applications online for a visa to study in Australia, including permission to work go to: http://www.immi.gov.au/students/students/573-4/applying.htm. You will need a credit card to apply online.

For more information detailing all of the above, please visit www.immi.gov.au

STEP | TASK

8 Arrange your travel and accommodation.

As all Qantm College International students are at least 18 years of age, you do not need to have your accommodation and welfare arrangements approved by Qantm College.

Although Qantm College does not arrange accommodation for students, we can provide some great contacts for you to find the best accommodation for your needs in Brisbane. If you did not receive this information when you originally enquired, please contact the college to have a copy sent to you.

When booking your international flight to Australia please ensure the booking can be easily altered in case your visa is not issued within the expected timeframe.
STEP | TASK
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9 | Commence STUDY

Arrive at the college on Orientation Day to begin your studies!

Of course, if you arrive earlier than this you are most welcome to come and meet our team, go for a tour and talk about the studies ahead of you. We are always excited to meet our new students!

MORE INFORMATION

Study at Qantm

Advanced Standing (or Recognition of Prior Learning) will be issued in compliance with the ESOS Act 2000 and its Regulations 2001. If you apply for and are granted Advanced Standing (RPL) after your Visa has been issued and if your program duration is reduced, Qantm College will notify DIAC (via PRIMS). Advice will be sent to you of the report made.

It is your responsibility to advise Qantm College of any changes to your contact address and telephone number prior to enrolment and also throughout the duration of your studies.

Attendance

Qantm College keeps a systematic record of your attendance and will produce attendance records to DIAC upon request. You are required to produce doctor’s certificates, where applicable, for absences due to illness and these will be filed on your student file. If your attendance falls below 80% (unexplained absences), Qantm College will report those absences to DIAC (via PRISMS). Advice will be sent to you of the report made.

Academic Progress

Qantm College keeps a record of your academic performance for each requirement of the program for which you are enrolled. You are required to make satisfactory academic progress during the course of your studies at Qantm College. Should Qantm College deem this not to be so, you will be reported to DIAC (via PRISMS). Advice will be sent to you of the report made.

Support

Once you are studying with us, you are welcome to speak with the Student Support Officer, any of the Administration or Academic Staff at any time. If you are having trouble with your studies, ask for help. We are here to help you achieve your goal of successfully completing a Qantm Qualification. If your OSHC is arranged by Qantm College, as a member of AHM, you can access translation services and counselling services. We recommend that you familiarise yourself with the services available by investigating their website at [http://www.ahm.com.au/7323/OSHC](http://www.ahm.com.au/7323/OSHC)