GATHER INFORMATION ABOUT THE INSTITUTE AND THE COURSE

The information you have obtained about SAE Institute or Qantm College should include the following documents:

- SAE Institute or Qantm College Study Brochure
- Student Fee Schedule
- Application Form
- OSHC Policy Document
- SAE Institute or Qantm College Prospectus

You can also access lots of information about the Institutes, the courses and the Policies and Procedures on our websites – www.sae.edu or www.qantm.com.au. Please ensure you familiarise yourself with the SAE Institute and Qantm College Student Handbook and Student Policies located on the SAE Institute and Qantm College websites. 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 outlined in the Student Selection and Admissions Policy.

For individual advice about whether you fulfil the language requirement please contact us. We are happy to discuss your individual circumstances and advise you on how to proceed.

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.

ORGANISE CERTIFIED COPIES OF YOUR DOCUMENTS

You will need to supply certified copies of your passport, academic results and English proficiency 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

COMPLETE YOUR APPLICATION FORM AND SEND IT TO THE CAMPUS YOU WISH TO STUDY AT

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 SAE Institute or Qantm College. You may be asked to clarify or provide additional information before your application can be processed. If any issues arise with your application, you (or your agent) will be contacted.

WAIT FOR A LETTER OF OFFER

Once approved, you will receive a Letter of Offer detailing the course, campus, indicative 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. You will be asked to submit further documents or evidence to support their application.

ACCEPT YOUR OFFER AND PAY THE MINIMUM TUITION PAYMENT

Please accept the offer by completing the ‘Student Admission Agreement’ included with your Letter of Offer. 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 SAE Institute and Qantm College’s Policies and Procedures.

You must now organise the payment of your tuition. You will need to refer to the Fee Schedule for tuition fee amounts and information about the options for tuition payments.

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 SAEQ 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 SAEQ issues you with your eCoE. For more information on OSHC, please contact SAEQ 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 in one of the following ways:

- Cash – in person at SAE Institute or Qantm College campuses
- Money Order or Cheque (AUDS) - 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 SAE Institute or Qantm College Study Brochure
- Visa or Mastercard – card details may be listed on the Application Form
- SAE Institute or Qantm College Student Handbook
- Student Policies located on the SAE Institute and Qantm College websites.

If you have any questions about this process, please contact us.

Important: Please identify all Electronic Transfers or Direct Deposits only if transferring funds from outside Australia.

Once the tuition payment and OSHC (if applicable) has been received, you will be issued a receipt and your electronic Confirmation of Enrolment (eCoE) will be created.
Each country has a specific Assessment Level, under which the student visa application process.

International students who wish to study at SAE Institute or Qantm College in Australia must comply with the Department of Immigration and Citizenship (DIAC) requirements and SAE Institute and Qantm College regulations. Here is some general information regarding Visa and legal requirements which can also be found at www.immi.gov.au and www.immi.gov.au/students/student-visa-assessment-levels.htm.

- All SAE Institute and Qantm College courses registered on CRICOS are full-time courses and international students applying to study at SAE Institute and 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, SAE Institute or 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, SAE Institute or 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, SAE Institute or Qantm College will advise DIAC (via PRISMS) accordingly. Advice will be sent to you of the report made.

- Should you breach your visa conditions, SAE Institute or 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 SAE Institute or 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 SAE Institute and 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: 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 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 complete the 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 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/students/students/573-4/applying.htm.