

# Royal Brisbane Institute of Technology

## *Student Handbook*



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# Section 1

## Introduction

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# **Section 1 – Introduction**

## **1 – Welcome**

A warm welcome from the staff of Royal Brisbane Institute of Technology (RBIT). We are now located in Toowoomba, Queensland and since the year 2002 RBIT has been fortunate to broaden the knowledge of more than 12000 students. We are confident that each of these students have gone on to make a valuable contribution to the world around them.

Currently, RBIT takes pride in offering new courses in Sinology and Buddhist Studies, alongside our TESOL and ELICOS courses available at different levels such as Certificate, Diploma, Advanced Diploma, and Graduate Diploma. Our past qualifications within our scope have encompassed Hospitality Management and Business. RBIT is dedicated to delivering high-quality academic instruction and believes in providing more to our students. Working together with the Department in Sinology and Buddhist Studies, through a joint partnership with Pure Land Learning College Association (PLLCA), our shared objective is to foster peace and harmony within society, guided by values of morality, respect, and filial piety, which are beneficial to both students and the community.

We are fortunate to have the late Venerable Master Chin Kung as our Spiritual Leader and although he is no longer with us, he continues to be our source of inspiration in providing a holistic education and to be a better person within. We wish you a happy and meaningful student journey ahead!

***RBIT Admin & Support Team***  
***Royal Brisbane Institute of Technology***

## **2 – RBIT’s Mentor**

During his lifetime, the late Venerable Master Chin Kung AM (1927-2022) had many accomplishments. He founded and was the president of the Pure Land Learning College Association Inc. (PLLCA). He was the President of The Hong Kong Buddhist Education Foundation. His honours included Permanent Honorary President of The Association of Master Chin Kung’s Friends at UNESCO and the Director of the Academy of Sinology at the University of Wales Trinity Saint David.

He was awarded the honorary doctorate and professorships by Griffith University, Australia; University of Southern Queensland, Australia; the Syarif Hidayatullah State Islamic University, Indonesia; the University of Wales and University of Wales Trinity Saint David, UK.

Master was appointed a member in the General Division of the Order of Australia (AM) by Her Majesty Queen Elizabeth II. He was awarded an Honorary Citizenship of both the city of Dallas and the state of Texas and an Honorary Citizen of Toowoomba, Australia.

Master Chin Kung dedicated sixty-two years of his life to lecturing on the Buddha dharma and sutras. Master was invited to participate in numerous interfaith forums and summits to speak on the importance of education by UNESCO and many other international organizations.

## **3 – Vision and Mission**

### **Our Vision**

To teach enduring values to assist our young people to live honourable, respectful and happy lives.

### **Our Mission - PEACE**

- Promote peaceful living with people and the environment;
- Educate people on the teachings of Confucianism and Buddhism;
- Apply these teachings that benefit humanity in everything one does;
- Cultivate sincerity, respect, humility and harmony;
- Enrich one's morals and ethics, be guided by causality, practice filial piety and be a good person.

## **4 – About the Institute**

Royal Brisbane Institute of Technology (RBIT) also known as Royal Brisbane International College (RBIC) previously, is now situated at Westbrook, a town located 6 km south-west of central Toowoomba.

We currently offer a variety of courses, including Nationally Recognised Training (NRT) qualifications like TESOL, Buddhist Studies, and Sinology Studies, along with the non-NRT qualification of ELICOS (General English) for international students. Our core focus is delivering quality education woven with moral and ethical teachings. We've partnered with Pure Land Learning College Association, a prominent Buddhist organization in Toowoomba.

Our courses help you reconnect with your cultural roots. You'll learn from Ancient China's wisdom and values, building respect for family and ancestors. This journey fosters strong relationships and contributes to a better society.

RBIT is actively forging articulation agreements with reputable institutes specializing in Sinology and Buddhist studies. We're dedicated to broadening opportunities for our graduates' further studies, offering a diverse array of choices. Stay tuned as we finalize these agreements and share the exciting details.

Our Campus locations are situated in

- Westbrook Head Campus  
48 Althaus Road, Westbrook, Queensland 4350
- Toowoomba Campus branch  
53 – 59 West St, Newtown, Queensland 4350

## 5 – Contacting us

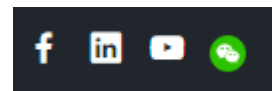
### **RBIT Head office’s details:**

Royal Brisbane Institute of Technology (RBIT)  
48 Althaus Rd Westbrook QLD 4350  
RTO: 30807; CRICOS Provider Code: 02370B  
[www.rbit.qld.edu.au](http://www.rbit.qld.edu.au)

RTO: 30807; CRICOS Provider Code: 02370B  
ABN 74 095 915012 ACN 095 915 012

### **RBIT Admin contact**

Phone: 07 4549 3702 (calling from outside Australia +61 7 4549 3702)  
Mobile: 0417 738383 (messaging and WhatsApp)  
Business hours: 8.30 am to 4.30 pm Monday to Friday.  
WeChat ID: RBITRBIT  
Email: [info@rbit.qld.edu.au](mailto:info@rbit.qld.edu.au)  
[RBIT Youtube](#)



### **RBIT emergency 24 hrs contact (for students):**

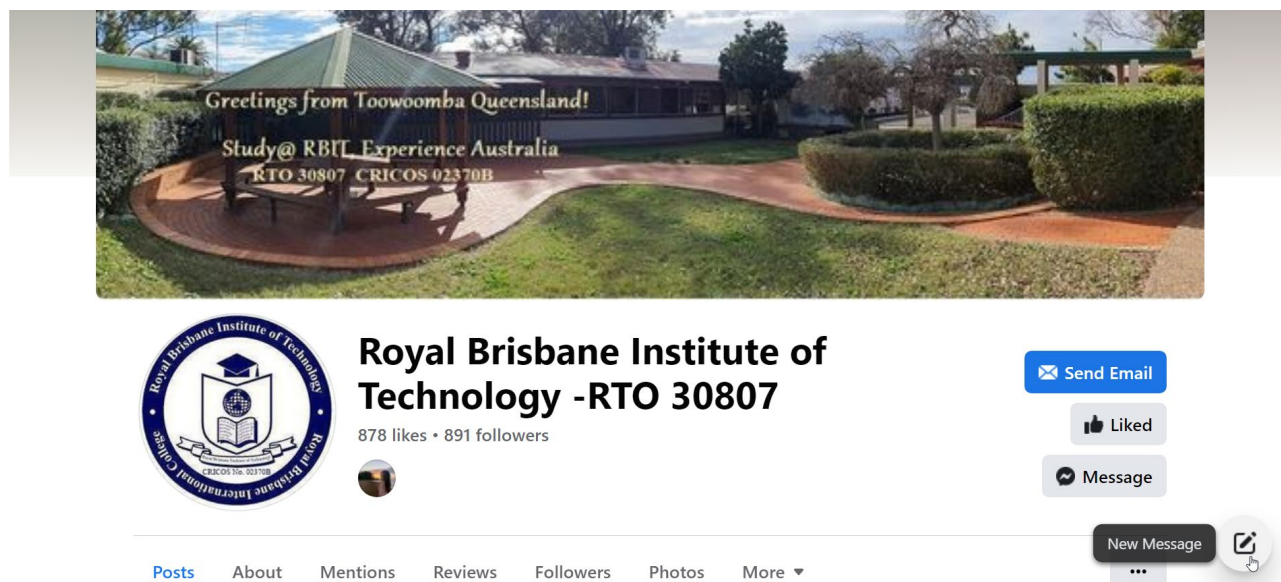
Handphone: 0470467369

### **WeChat**

Our students and parents find WeChat messaging is one of the easiest and quickest way to contact RBIT. Simply search for our codename **RBITRBIT** in the WeChat and you are on the way to start your conversations with us.

### **Facebook Page**

Our [Facebook page](#) has a codename **rbicrbit** and we do regularly publish our student’s activity and course related information on this social media. We also upload photos from the school activities, lessons, Graduations, and events where our students are involved in. You can like us and share our page to families and friends back home in case that you think they might want to join you at RBIT here in Australia.



**WE'RE ONLINE!**

**Youtube**  
<https://youtu.be/YBJkRo2oc1o>

**WeChat**  
 rbitrbit

**facebook**  
<https://www.facebook.com/rbitrbit/about>

## 6 – Our Courses

For updated information on the course details, course durations, please visit <https://www.rbit.qld.edu.au/courses>

#	Qualification or Accredited Course Name	VET National Code	CRICOS Course Code	Duration (Study Weeks + Break Weeks)
1	<u>Certificate IV in Sinology Studies</u>	10958NAT	107754B	96 (78+18)
2	<u>Advanced Diploma of Sinology Studies</u>	11126NAT	112617B	95 (82+13)
3	<u>Graduate Diploma of Sinology Studies</u>	11134NAT	112620G	105 (92+13)
4	<u>Advanced Diploma of Buddhist Studies</u>	11127NAT	112618A	100 (87+13)
5	<u>Graduate Diploma of Buddhist Studies</u>	11128NAT	112619M	118 (105+13)
6	<u>Certificate IV in English Language Teaching (TESOL)</u>	11021NAT	N/A	12-18 months
7	<u>Diploma of English Language Teaching (TESOL)</u>	11020NAT	N/A	18-24 months
8	<u>ELICOS General English (Elementary to Advanced) *Non Nationally Recognised Training</u>	N/A	097446A	60 (50+12)

## 7 – Course-related Fees

For course specific Tuition and Non-Tuition fees, kindly visit our website and select and visit the specific course you are interested to find out more information <https://www.rbit.qld.edu.au/courses>

For additional fees refer to [Summary of Fees and Charges](#).

If you need more help, please feel free to contact our Administration Officer for more information.



## **8 – Refund Policy**

This policy is to provide clear guidance on the course fees and refund procedures at the RBIT. It ensures transparency and compliance with Standard 2.1.7 and 3.4 of the National Code 2018. More information on Fees and Refund Policy on the [Policy & Procedure page](#).

## **9 – Protection of Tuition Fees Paid**

As a CRICOS provider for international students, RBIT's enrolment terms, fee collection, refunds, and financial management complies to the Tuition Protection Service (TPS) Act.

The Tuition Protection Service (TPS) is an Australian Government initiative for international students. It helps if your education provider can't finish your course:

- You might finish your studies with another course or provider.
- You might get back your unused tuition fees.

If, by chance, RBIT can't finish a course you paid for and doesn't meet their obligations to offer an alternative course or refund your unused prepaid tuition fees (this is called "default obligations"), the TPS can help you find an alternative or get a refund if there's no suitable alternative.

If there's no good alternative, you can ask for a refund of the prepaid tuition fees you haven't used yet. These are the tuition fees you paid for the course you haven't finished. You get back the remaining unused tuition fees. For more information, please visit the [TPS website](#).

## **10 – Legislation Information for International Students**

### **The Education Services for Overseas Students Framework (ESOS)**

includes the ESOS Act 2000, ESOS Regulations (as amended) and National Code 2018 and related laws set out the requirements for providers who deliver education services to international students on a student visa.

These laws protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

For further information on Australian Legislation and how it affects International Students visit:  
[Australian Government Department of Education and Training - Information for international students](#)  
[Australian Government Department of Education and Training - ESOS Legislative Framework](#)  
[Australian Government Department of Education and Training - International Student Fact Sheet](#)

### **Visa Information**

[Australian Government Department of Home Affairs – Student Visa Welfare arrangements for Under 18 international students](#)

## Section 2

### Enrolment process

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## **Section 2 – Enrolment Process**

### **11 – Enrolment stages**

#### **a) Courses in general**

Please note for online courses, example TESOL, you will be studying in your country, hence you are not required to apply for a Student Visa and make accommodation arrangements etc.

After expressing interest in a course, you will receive application forms. Upon submitting the completed forms and required documents to RBIT, our Academic team may arrange an interview with the Trainer and Assessor if needed. This interview helps screen applicants for their suitability for the course.

Once all entry requirements are met, we'll send you a Letter of Offer (LoO) along with fee details. Review the terms, conditions, Student Handbook, policies, and procedures before accepting the LoO. Once you accept the LoO and fulfill payment, you can begin the course.

For any queries, feel free to contact the RBIT Administration Officer.

#### **b) Course specific: Sinology & Buddhist Studies**

##### **Step 1) Application & Review stage**

Following your initial inquiry with RBIT, the Administration Officer will forward the necessary application forms and a list of required documents for you to compile. Once your preparation is complete, kindly return the submission package to us.

Upon receipt of the documents, we will evaluate your eligibility to pursue your selected studies.

##### **Step 2) Screening and Assessment stage**

After a thorough review of the application package, RBIT may reach out to you regarding the subsequent steps.

In the case of Sinology and Buddhist Studies, first-time applicants chosen for this program are offered participation in an online Virtuous training. Prior details will be communicated to you once available. Following this training, students undergo a small Assessment to determine their suitability. Those meeting the criteria are then invited to the next phase.

Upon successfully passing the Assessment, students are welcomed to the formal enrolment process for the qualification. Applicants who meet the Assessment criteria might be exempted from the Training, Assessment, or both, and can proceed with formal enrolment.

##### **Step 3) Formal Enrolment**

Applicants at this stage will be provided with the Letter of Offer together with the Fees and payment schedule information.

If you are eligible, you will be sent a Letter of Offer offering you a place into the Institute and outlining the steps you will need to take to accept the offer and organise your trip to Australia. You must sign and return your acceptance of offer along with or before sending any payments.

You should now send us the following:

- A completed and signed Letter of Offer/written agreement, student application form;
- All of the prerequisites (if any) as explained in the Letter of Offer;

Please read carefully Fees and Refunds Policy before making any payments.

Note: You should not send us the tuition fees until you have met all of the pre-requisites and sign the Letter of Offer. All payments should be in Australian dollars.

Once we receive the correct documents and fees we will forward you:

- An electronic Confirmation of Enrolment for Overseas Students (eCoE) which confirms acceptance into your course.

Note: An eCoE will not be issued unless all pre-requisites have been met, and tuition fees due and OSHC is paid. Once you receive your Confirmation of Enrolment (COE) you can proceed to the next step in applying the Student Visa.

#### **Step 4) Applying for a Student Visa**

At this stage, applicants who have acquired the eCoE can proceed with their Student Visa application. The choice of contacting a third-party visa coordinator is left to the applicant's discretion.

Upon receiving a student visa, it's essential to start making some travel plans to arrive before the course start date.

## **12 – Under 18 International Students**

International students under the age of 18 have specific criteria to meet. Prior to arriving in Australia, it's necessary to establish approved accommodation and welfare plans for your student visa application. The Australian Department of Home Affairs (DHA) regulates these provisions, aligning with Standard 5 (Younger Overseas Students) of the National Code 2018, to prioritize the safety and wellbeing of students.

For the Sinology and Buddhist Studies program, boarding is required. By enrolling in our service partner's boarding facilities, you satisfy the initial accommodation requirement. Additionally, to fulfill the Welfare criterion, you should also register for Guardianship services until you reach 18. Our designated service partner is [ISA Student Advocates](#)

After securing both accommodation and guardianship arrangements, RBIT can endorse and approve your Welfare and Accommodation prerequisites, enabling the issuance of a 'Confirmation of Appropriate Accommodation and Welfare' (CAAW) letter. With this letter and your eCoE, you're ready to proceed with your student visa application.

If your Guardian is going overseas, an alternative Guardian arrangement needs to be arranged before any changes are made.

For more information on the “Welfare arrangements for students under 18”, please visit DHA website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

## **13 – Accommodation arrangement**

### **For students enrolling into full time Sinology Studies and Buddhist Studies**

Throughout the entire course program, boarding is mandatory and is facilitated through a third-party arrangement with Pure Land Guest House, situated beside the RBIT Toowoomba Campus at Pure Land Learning College Association.

Students are accommodated in this boarding facility all year round, including term breaks and major holidays. This approach ensures a continuous stay for the entire duration of their studies, eliminating the need for alternative accommodation arrangements during these times.

## **14 – Overseas Student Health Cover (OSHC)**

Overseas student health cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders during their stay in Australia. You will need to buy OSHC before you come to Australia to cover you from when you arrive.

You can choose to take out OSHC with a provider recommended by us, or with the Australian OSHC provider of your choice. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Australian Health Management OSHC <https://www.ahmoshc.com.au/>
- BUPA Australia <https://www.bupa.com.au/health-insurance/oshc>
- Medibank Private <https://www.medibank.com.au/overseas-health-insurance/oshc/>
- OSHC Worldcare <https://www.allianzcare.com.au/en/student-visa-oshc.html>
- NIB OSHC <https://www.nib.com.au/overseas-students/>

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia, and it will contribute towards the cost of most prescription medicines, and an ambulance in an emergency. More information is available at [https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers;
- International travel insurance; or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at [www.privatehealth.gov.au](http://www.privatehealth.gov.au) or [www.iselect.com.au](http://www.iselect.com.au)

## **15 – Student Visa Conditions**

If you are granted a visa there are a number of visa conditions that will apply to your visa. You must abide by these conditions. Failure to comply with these conditions could result in the cancellation of your visa. These conditions include (but are not limited to):

- Complete the course within the duration specified in the CoE;
- Attend (compulsory) minimum of 20 scheduled course contact hours per week
- Maintain satisfactory academic progress;
- Maintain approved Overseas Student Health Cover (OSHC) while in Australia;
- Remain with the principal education provider for the first 6 calendar months, unless issued a letter of release from the provider to attend another institution;
- Notify your training provider of your Australian address and any subsequent changes of address, phone, email, emergency contacts or next of kin within 7 days;
- You must not work more than the hours allowed per fortnight as specified by the Department of Home Affairs (DHA) for the Student Visa (sub class 500) while your course is in session. Please check this [link](#) if you are a working student.

For a full list of **mandatory** and **discretionary** student visa conditions please visit <http://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

## **16 – Campus life, class attendance and progress monitoring**

Your academic advancement and participation in co-curricular activities, along with your overall well-being, will be overseen by your Trainer and the academic team. They will arrange periodic meetings to review your development and engage in discussions about your course progress or any academic related matters.

## **17 – Changes that affects your Enrolment status**

Your enrolment status might change for the following reasons:

- You might delay the start of your studies (deferment), which you can request.
- You could temporarily pause your studies (suspension), which you can also request.
- You might want to transfer to a different course, and you can request this.
- In some cases, the college might need to suspend or terminate your enrolment.

### **Deferment and Suspension Requests**

If you need to delay the start of your studies or temporarily pause them, you can apply for deferment or suspension. We only approve these requests for compelling reasons, like illness or personal emergencies.

If you've already started your course and need a break due to compelling reasons, we can consider a suspension.

These reasons include:

- Severe illness with a medical certificate
- Loss of a close family member (death certificate may be needed)
- Political or natural emergencies in your home country

- Traumatic experiences affecting your ability to begin the course on time due to visa delays.

To apply for deferment or suspension, complete the Application for Deferment of Commencement or Suspension of Studies form available on the RBIT website. Submit it to the Admission Officer. Your PEO will evaluate your request.

Approved deferments or suspensions will be recorded in the Provider Registration and International Student Management System (PRISMS) based on your CoE status.

### **Transfer Requests**

You may request to change or transfer to another course and your request may be considered if it meets the requirements.

For request to transfer to another provider, please note there are certain conditions to be met and students are required to complete. Student must complete at least 6 months of their principal course and provide a Letter of Offer (LoO) from the receiving registered provider before a release letter can be granted. Please refer to the Policy and Procedure page on our website for more information.

### **Termination and/or Suspension of Enrolment by the Institute**

RBIT reserves the right to suspend or cancel a student's enrolment, including but not limited to the following circumstances:

- Misbehaviour by the student as outlined in the Student Code of Conduct in the Student Handbook.
- Non-payment of course fees as specified in the Letter of Offer.
- Breach of the Course Progress and Completion Policy

### **Internal Appeals Process and Procedure**

- If an overseas student wishes to appeal a decision regarding the suspension or cancellation of their enrolment, they must follow the internal complaints and appeals process and submit a written appeal outlining the grounds for their appeal, along with any supporting evidence.
- RBIT shall review the appeal, consider the student's arguments and evidence, and provide a written response within 20 days.
- If the appeal is successful, the suspension or cancellation shall be revoked, and the student's enrolment status shall be reinstated accordingly. If the appeal is denied, the suspension or cancellation shall take effect as previously communicated to the student

## SECTION 3

### Pre-arrival

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## Section 3 – Pre-Arrival

### 18 – Preparation Checklist before leaving home :

- Check passport validity (beyond course duration) .....
- Make contact with RBIT .....
- Obtain Letter of Offer and make payment for course fees.....
- Sign up Boarding and Accommodation .....
- Arrange for Guardian Services (Under 18 students) .....
- Apply and obtain Student visa .....
- Arrange for immunisations and medications from your doctor .....
- Apply for a credit card and/or arrange sufficient funds .....
- Confirm overseas access to your funds with your bank .....
- Plan and book your flight.....
- Arrange personal travel insurance .....
- Advise RBIT of your flight details.....
- Confirm Airport pickup and transport from airport to accommodation.....
- When packing bags, be sure to include the following:
  - Name and contact details of RBIT representative .....
  - Enough currency for phone calls and meals etc. in the event of an emergency.....
  - Important documents:
    - This Handbook.....
    - Passport .....
    - Letter of Offer .....
    - eCOE .....
    - CAAW (for Under 18 students) .....
    - Certified copies of qualifications & certificates .....
    - Travel insurance policy .....
    - ID cards, driver license, birth certificate (or copy) .....
    - Financial records and documents .....

NOTE: Make sure originals or certified copies of these documents are kept safely with family in your home country

## **19 – Introduction to Australia**

### **Live**

Australia is one of the greatest places in the world to live while you undertake your studies. Australia has one of the highest standards of living in the world, yet costs remain competitive. Australia offers International Students a wide range of extracurricular activities to enrich your learning experience - from cultural festivals, concerts and museums, to major sporting events.

### **Learn**

Australian education has a strong international reputation for excellence. Whether you study at a University, school, Vocational College or English language institute, you will receive a quality education that will form a strong foundation for your future success.

### **Grow**

Choosing to live and study in Australia offers personal and academic advantages. Our special collaboration with Pure Land Learning College in Toowoomba will shape your character. In the plan are exciting visits to nearby farms and regional towns, making your time here memorable. You'll also have opportunities to engage with the local community through meaningful trips and volunteering, helping you integrate into Australian life quickly.

## **20 – Introduction to Toowoomba**



Toowoomba is about 1.5 hours' drive from the capital of Queensland – Brisbane. It has a population exceeding 165,000 and ranks as Australia's second-largest inland city, trailing only Canberra. Often dubbed the 'Regional capital of the Darling Downs' and 'The Garden City'. Toowoomba is situated at an elevation of approximately 700 meters above sea level. It boasts a rich history, distinguished architecture, and picturesque parks that truly come to life during the vibrant Spring season. With a pleasant year-round climate featuring warm summers and mild winters, Toowoomba provides an ideal setting for outdoor enthusiasts and a quality lifestyle.

### **Useful links about Toowoomba**

To find out more about Toowoomba and the nearby surroundings and tourist attractions, visit the Toowoomba Region council website at <https://www.tr.qld.gov.au/our-region/discover/qld-tourism-website>

### **Toowoomba weather**

<http://www.bom.gov.au/qld/forecasts/toowoomba.shtml>

### **Surrounding areas to visit Darling Downs**

<https://visitdarlingdowns.com.au/type/attractions-and-tours/>

## **21 – Study and related information**

### **Cost of Living**

With living costs lower compared to any capital of Australia's State, you can enjoy all that the city has to offer. To find current cost of living in Australia including accommodation costs, living Expenses, visit the Australia Government site: <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

### **Study in Australia**

<https://www.studyaustralia.gov.au/english/discover-australia/facts-about-studying-australia>

### **Life in Australia Book (PDF)**

<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/australian-values>

### **Translated versions (in various languages)**

<https://www.homeaffairs.gov.au/Trav/Life/Aust/Life-in-Australia-book>

### **Overseas Students Ombudsman**

<https://www.ombudsman.gov.au/>

### **Department of Home Affairs (DHA)**

The Australian Government Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as <http://www.homeaffairs.gov.au/> for the latest information.

### **Student Visa options**

<http://www.homeaffairs.gov.au/Trav/Stud>

### **Applying for a Student Visa**

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder>

## **22 – Australian Student Visa**

See earlier Section 2, item 11d) and section 12. You should have obtained a Student Visa by now, please check with your Visa co-ordinator

An Australian student visa or subclass 500 (is a temporary permit that permits you to travel to Australia for a designated timeframe to pursue studies at an Australian educational institution. With this visa, you can:

- Engage in full-time studies within Australia
- Reside in and re-enter Australia for the entire duration of your course
- Under 18 Students Visa will have a CAAW Letter attached to it (Section 2, item 12)

## **23 – Make Travel arrangements**

- You will need to make your own travel arrangements to Australia. Aim to arrive 1-2 weeks before your International Student Orientation to settle in, adapt to the climate, and recover from jet lag.
- You could fly into Brisbane International Airport which is the closest international airport to Toowoomba. The airport is located 138.6 km from Toowoomba. Another way to travel to Toowoomba is to arrive at another location in Australia before taking a domestic flight to Brisbane or Toowoomba Wellcamp Airport. For more information, visit <https://www.wellcamp.com.au/>

## **24 – Documents**

You should prepare a folder of **official documents** to bring with you to Australia, including:

- Valid passport with Student Visa
- Offer of a place / admission letter from Royal Brisbane Institute of Technology
- Signed written agreement (formalisation of enrolment)
- Confirmation of Enrolment (CoE) issued by Royal Brisbane Institute of Technology
- Receipts of payments (e.g. tuition fees, OSHC, bank statements etc.)
- Insurance policies
- Original or certified copies of your academic transcripts and qualifications
- Other personal identification documents, e.g. birth certificate, ID card, driver license
- Medical records and/or prescriptions
- CAAW document if you are under 18 years of age

If you are travelling with your family, you will need to include their documents as well. **Keep all documents in your carry-on luggage.** In case you lose the originals, make copies that can be left behind with family and sent to you.

## **25 – What to Bring**

Students are often surprised by how strict Australian Customs Services and quarantine can be. If you're in doubt about whether your goods are prohibited or not, **declare it anyway** on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items. Visit the Australian Border Force (ABF) homepage <https://www.abf.gov.au/>

- Read “What can't I take into Australia?”
- And also let your family and friends know “What can't be mailed to Australia?”

Baggage allowances flying into Australia will vary according to your carrier, flight class and country of origin. Please check with your carrier prior to departure for details. This will significantly limit the amount of things you can bring, especially if you will fly within Australia to get to your final destination. Therefore, it is essential to think the packing process through very carefully. You will be able to purchase most things upon arrival in Australia but the price may be higher than in your own country.

### **Seasonal Considerations**

Summer in Australia is from December to February, Autumn from March to May, Winter from June to August, and Spring from September to November. For most parts of Australia, the hottest months are January and February.

If you arrive in June or July, the coldest months of the year, you may need to bring or buy winter clothing. <http://www.bom.gov.au/places/qld/toowoomba/>

### **Clothing**

As Toowoomba is situated about 700+ metres above sea levels, a light sweater will keep you warm on most windy evenings. A wind breaker will be ideal in the daytime during the cooler months while in outdoor. For the colder months, jackets with hoodies and a scarf or gloves will be practicable and handy. During summer, students often wear casual clothes like track pants, t-shirts, and sports shoes.

## Other personal items

You Might want to consider including these (most can also be purchased in Australia)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> alarm clock                           | <input checked="" type="checkbox"/> sunglasses for the outdoors        |
| <input checked="" type="checkbox"/> bath towels                           | <input checked="" type="checkbox"/> sunscreen lotion                   |
| <input checked="" type="checkbox"/> dictionary and translator (bilingual) | <input checked="" type="checkbox"/> micro recorder for your own study  |
| <input checked="" type="checkbox"/> small sewing kit                      | <input checked="" type="checkbox"/> spare spectacles or contact lenses |
| <input checked="" type="checkbox"/> personal mp3/mp4 player               | <input checked="" type="checkbox"/> your optical prescription          |
| <input checked="" type="checkbox"/> sporting equipment                    | <input checked="" type="checkbox"/> photos of friends and family       |
| <input checked="" type="checkbox"/> toiletries                            | <input checked="" type="checkbox"/> personal thermos flask             |

## 26 – Electrical items

The standard voltage for electrical items in Australia is 230V (\*220V to 240V ok). Electric plugs have three flat pins one of which is an earth pin. You may need to buy an adaptor or have the plugs changed when you arrive.

Note: 1. In the picture, the red dot indicates that the switch is ON, and power is flowing through that socket. 2. \*With the Adaptor, you can plug in your electrical appliances if the voltage is similar.



## 27 – Declaration before your arrival

Before landing in Australia, passengers are given an **Incoming Passenger Card** to fill in. This is a legal document. **You must tick ✓ YES if you are carrying any food, plant material including wooden souvenirs, or animal products.** This includes fruit given to you during your flight. If you have items you don't wish to declare, you can dispose of them in quarantine bins in the airport terminal. Don't be afraid to ask airline staff if you have any questions.

If you are carrying more than **AU \$10,000** in cash, you must also declare this on your Incoming Passenger Card. It is **strongly recommended** however, that you do not carry large sums of cash but arrange for an electronic transfer of funds into your Australian bank account once it has been opened.

## 28 – Getting from the Airport

### **Pre-arranged On-arrival meet and greet with transport**

Once you've finalized your flight details for the Sinology or Buddhist Studies program, RBIT will get in touch with you. We will coordinate with a third-party provider (PLLCA) for your On-arrival Meet and Greet and arrange transportation to your accommodation. The closest airports are Brisbane International Airport (a 2-hour journey) or Toowoomba Airport - Domestic (a 30-minute journey to the accommodation). It's important to pre-arrange this and please notify us at least 7 days in advance of your arrival time.

For students under 18 who are traveling without their parents and have received CAAW approval, please note that the Airport Meet and Greet pickup service is mandatory.

## Shuttle and Coaches

If you prefer to travel by yourself or if you are arriving with friends or family members and would like to arrange your own transport, you may consider these options.

Coach Companies, please check website for schedules/ fees from Brisbane Airport to Toowoomba

Murrays:

<https://www.murrays.com.au/express-services/toowoomba-brisbane-brisbane-airport-timetable/>



Greyhound:

<https://www.greyhound.com.au/buses/brisbane-to-toowoomba>

For shuttle from Toowoomba Wellcamp Airport, visit

<https://www.wellcamp.com.au/passengers/getting-here/car-hire-taxis-and-shuttle/>



## Taxis

From Toowoomba Wellcamp Airport: Book your taxi via the app (downloadable at [www.blackandwhitecabs.com.au](http://www.blackandwhitecabs.com.au)) or call 133 222. There are taxis waiting for all arriving flights; however, you may use the courtesy phone close to the baggage carousel if necessary.

## 29 – Keeping in Contact

Before you leave home, you should provide your family and friends, and your education provider in Australia, with details of your flights to Australia and where you will be staying when you arrive. (Do not change these details without informing them.) Once you have arrived in Australia, you should then let your family and friends know that you have **arrived safely**. It is important to **ALWAYS** let someone know where you are and how to contact you by phone or by post.

You should contact RBIT before leaving your country to confirm your enrolment and see if the Institute requires any further information. Once you arrive in Australia you should again us again and inform of your safe arrival and contact details. At this time RBIT can confirm the date and time of your orientation session.

## Section 4 – Settling-in



### 30 – To Dos Upon Arrival in Australia:

- Call home.....
- Meet and Greet and pick up at airport and arrive in Toowoomba .....
- Quick orientation at PLLCA and settle into accommodation .....
- Familiar with accommodation and neighbourhood settings .....
- Purchase grocery and toiletries (if required).....
- Open a bank account.....
- Buy an Australian SIM card for your phone (Vodafone, Telstra, Optus,...).....
- Attend International student orientation .....
- Get student ID card .....
- Advise health insurance company of address & get card .....
- Attend Department/ Course specific orientation sessions .....
- Get textbooks, writing and academic related materials .....
- Start classes .....
- Get involved in student life and student activities .....

### 31 – Time Zones

Toowoomba's is within Queensland (QLD) state and as such the time zone is Greenwich Mean Time plus 10 hours (or GMT +10). Queensland does not have daylight saving during summer and is 2 hours ahead of most Asia countries (example countries: China, Hong Kong, Singapore, Malaysia etc. are in GMT +8 zone). For example, 8 pm in China means 10 pm in Queensland.



## 32 – Calls

### a) To make international phone calls:

☎ Dial – international access code (0011) + the country code + the area code (if required) + phone number (when adding a country code to a number, any leading 0 (zero) on the area code following it is NOT dialled)

### b) To make domestic phone calls:

Dial – the area code + phone number

Area Code	States
(02)	ACT, NSW
(03)	VIC, TAS
(07)	QLD
(08)	SA, WA, NT

### c) Calling Australia from Overseas

To contact Australia, first dial the international access code from that country (this will vary in each country), then Australia's country code prefix (**61**) followed by the area code without the first zero. (Brisbane would be 7 instead of 07), and then dial the required number.

**Example:** International access number +61 7459 3702 (RBIT head office number)

### d) Mobile Phones

Most of the mobile phone used in Asia can be used in Australia. For further information, please check with the Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au).

Some network providers you may wish to contact to get hold of sim cards when you are here.



[www.telstra.com](http://www.telstra.com)



[www.optus.com.au](http://www.optus.com.au)



[www.vodafone.com.au](http://www.vodafone.com.au)

## 33 – Important contacts

### Department of Home Affairs (DHA) Brisbane office

299 Adelaide Street Brisbane QLD 4000  
Office hours: 0900-1600 Monday - Friday  
Phone: 131 881

### Consulate-General of The People's Republic of China in Brisbane

79 Adelaide St, Brisbane City QLD 4000, Australia  
Office hours: Monday and Friday only 9 am to 12 pm.  
Closed on other days.  
Phone: +61 7 3210 6509



## 34 – Getting to know your surroundings

### Transport around Toowoomba

#### **By Bus: (Yellow)**

TransLink bus services in Toowoomba City



#### **Bus Stop:**

Outside the RBIT Toowoomba Campus at the Pure Land Learning College (PLLCA)

For more information on public transport in Toowoomba and surrounding Regions, visit the [TransLink website](#)

#### **Taxi**

Black & White Taxi: 133 222

13 Cabs: 132227



#### **Uber**

Ride Hailing platform [website](#)

### Public Facilities:

#### **Location of Automatic Teller Machines (ATM)**

The closest ATM machines can be found in 7-Eleven along Bridge Street about 3-minutes' walk from the Pure Land Learning College Association.



#### **Location of Public Telephones**

There are public telephones in Mort Estate Shops available for student use (5 mins walk from PLLCA)

### Typical payments at Point of Sales (POS)

Cash is typically accepted, and Electronic funds transfer at point of sale (EFTPOS) payments are also widely available at most Point of Sales (POS) like 7 Eleven, Supermarkets, retail stores, restaurants, clinics, etc. Customers pay directly via a bankcard, credit card or debit card. For more information, visit

- [EFTPOS](#)



## Medical Facilities in Toowoomba

### Hospitals

St Vincent's Private Hospital Toowoomba:  
**22-36 Scott St, Toowoomba City QLD 4350**  
**PH: (07) 4690 4000**

Toowoomba Hospital:  
**154 West St, South Toowoomba QLD 4350**  
**PH: (07) 4616 6000**

### Medical Centres and Dental

**Toowoomba Medical & Dental Centre**  
**Cnr West St &, 261-269 James St, Toowoomba City**  
**QLD 4350**  
**Phone: (07) 4632 4888**

**7SPRINGS HEALTH + DENTAL**  
**881 Ruthven St, Toowoomba City QLD 4350**  
**Ph: (07) 4529 2777**

**James Neil Medical**  
**677/683 Ruthven St, South Toowoomba QLD 4350**  
**Phone: (07) 4632 4888**

### X-ray

Queensland X-Ray - Russell St  
**127 Russell St, Toowoomba City QLD 4350**  
**PH: (07) 4690 3300**

**13-15 Scott St, East Toowoomba QLD 4350**  
**PH: (07) 4659 4500**

### Pathology

Sullivan Nicolaidis Pathology  
**1/99 Russell St, Toowoomba City QLD 4350**  
**PH: (07) 4638 5420**

### Pharmacies

Toowoomba Day & Night Pharmacy  
**James Neil Medical Plaza, cnr James and Neil**  
**Streets, Toowoomba City QLD 4350**  
**PH: (07) 4632 3971**

## 35 – Postage Service



Australia Post is one of our nation's largest communications, logistics and distribution businesses; and is committed to providing high quality mail and parcel services to all people within Australia.

### Small Letters

The posting of a small letter for distribution in Australia requires postage stamp which you affix to the envelope.

<https://auspost.com.au/parcels-mail/stamps/stamp-prices>

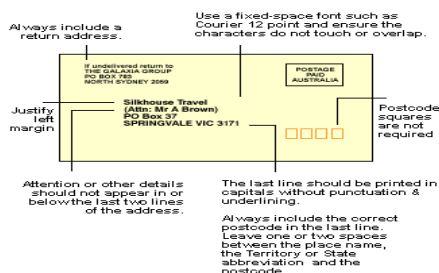
### Envelope Layout

Australia Post uses advanced letter sorting technology to read the address on each envelope electronically. These machines work best when address formats are structured in a consistent manner. That is why it is necessary to address your mail clearly and correctly. The information below demonstrates how.

### Envelope Face Format - Allocation of Zones



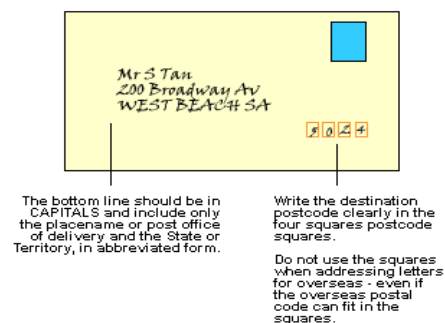
### Typical Machine Addressed Envelope



[www.auspost.com.au](http://www.auspost.com.au)

(Source: Australia Post)

### Typical Hand Addressed Envelope



## Nearest Post Office

Australia Post  
shop 1/135 Margaret St, Grand Central,  
Toowoomba City QLD 4350

## 36 – Emergencies

### Dial 000 for Police, Fire and Ambulance

The Triple Zero (000) service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in **life threatening or emergency situations only**. Emergency 000 lines should **NOT** be used for general medical assistance.



#### Police

In Australia police protect people and properties, detect and prevent crime, and preserve peace for everyone. They are not connected to the military or politics. The police can help you feel safe. In a **non-emergency situation** you can contact the local police station directly on: (07) 3364 6464

#### Fire

The fire brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call **000** no matter how small or large the fire may be.

#### Ambulance

Ambulances provide immediate medical attention and **emergency transportation to hospital**. Dial **000**

#### State Emergency Service

The State Emergency Service (SES) is an emergency and rescue service dedicated to providing assistance in natural disasters, rescues, road crashes and extreme weather conditions. It is made up almost entirely of volunteers and operates in all States and Territories in Australia. For emergency assistance in a **FLOOD** or **STORM** dial **132 500**.

#### Lifeline

Lifeline's **13 11 14** service is staffed by trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia. These volunteers operate from Lifeline Centres in every State and Territory around Australia.

Anyone can call Lifeline. The service offers a counselling service that respects everyone's right to be heard, understood and cared for. They also provide information about other support services that are available in communities around Australia. Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice.

#### Poisons Information Line

The poisons information line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings. The seriousness of a poisoning situation is assessed after a detailed history is obtained from the caller. Members of the public may be then given first aid instructions, information on possible symptoms, and advised on the need for assessment by a doctor or referral to hospital. The Australia-wide **Poisons Information Centres** have a common telephone number: **131 126**.

## **37 – Setting up a Bank Account**

**To open a bank account, you will need:**

- your passport (with arrival date stamped by Australian immigration)
- student ID card
- money to deposit into the account (this can be as little as \$10)

Anyone who wishes to open a bank account in Australia must show several pieces of personal identification which are allotted a points system. 100 points of identification is required to establish your identity as the person who will be named in the account.

For more information, please refer to the common banks available in Queensland

National Australia Bank [www.nab.com.au](http://www.nab.com.au)

Commonwealth Bank [www.commbank.com.au](http://www.commbank.com.au)

Westpac Bank [www.westpac.com.au](http://www.westpac.com.au)

St George Bank [www.stgeorge.com.au](http://www.stgeorge.com.au)

ANZ [www.anz.com.au](http://www.anz.com.au)

## **38 – Working in Australia**

Students who work in Australia, should be paid fairly for the work they do and work under reasonable conditions. Pay rates and workplace conditions are set by Australian law.

The [Pay and Conditions Tool \(PACT\)](#) provides information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements.

The [Fair Work Ombudsman](#) can give you further information and advice about your workplace rights and obligations, and has workplace information translated into [different languages](#).

Your rights and protections include [workplace health and safety matters](#).

Refer: <https://www.fairwork.gov.au/employee-entitlements>

### **Work Rules for International Students (Student Visa)**

As mentioned in section 2/ 15 under the Student Visa Conditions, work restrictions apply for International students. You are encouraged to check with DHA constantly regarding work conditions on their Student Visa ([subclass 500 website](#))

### **Contact the Fair Work Ombudsman**

All visa holders who believe they might have been exploited or underpaid should approach the Fair Work Ombudsman [website](#) (FWO) or make a contact with through the Fair Work on the [contact info](#).

## **39 – Australia Laws and Values**

Respecting Laws and Values – Australia's wonderful lifestyle is supported by our representative democracy, separation of powers, and adherence to the law. With numerous laws in place, our society operates efficiently.

When you received your study visa for Australia, you committed to upholding Australian values and following its laws throughout your stay. Not adhering to these laws, including those at the State and Territory levels, may lead to fines, visa cancellation, and even deportation. Serious crimes could lead to imprisonment. For more information on Australian law and the legal system, visit [www.australia.gov.au](http://www.australia.gov.au)

## **Section 5 – Studying at RBIT**

### **40 – Orientation at RBIT**

We're always excited to welcome new students to RBIT. There are orientation activities prior to your study. If you're an international student, there are even more activities to help you settle in. You must attend a formal orientation where our staff will explain everything you need to know, during your study with RBIT, to help you to feel confident about starting your learning journey.

### **41– Student Dress code**

Students enrolling into the Sinology and Buddhist Studies will be required to put on the designated uniforms (shirts/ blouse).

As all RBIT classrooms are located within Pure Land Learning College Associations campus, a Buddhist Organisation in a traditional setting, please observe the student code of conduct and dress code while you are in the RBIT Campus in Toowoomba and Westbrook at all times.

At times in your course, you may be asked to undertake practical and related assessment for the unit. Your Trainer will advise the appropriate dress code required for the practical and related assessment sessions. Please also refer to the Student Code of Conduct for what is considered appropriate dressing.

### **42 – Unique Student Identifier (USI) Number**

USI number is a requirement at the times of enrolment, and you cannot obtain a Certificate or statement of attainment until you provide us with your number. Your USI will help keep your training records and results together in an online account controlled by you. Upon arrival in Australia and during the Student Orientation you can apply for one or authorised RBIT to apply on your behalf. More information on USI in the [Policy & Procedure page](#).

### **43 – Student Computer Accounts**

Students will have accounts on the RBIT computer network created for them after enrolment. Students are able to login to the Network using the student ID Number assigned to you and a password.

A student's account is their personal property and is not for use by others. Students must notify RBIT of any changes of account information and provide new account information when requested. Students are solely responsible for all action taken using their user ID once received.

Computing resources are a valuable aid to teaching and learning. Once a student ceases to be an active student at RBIT, their account will be closed and all data purged after 3 months. While you are a current RBIT student you also have access to the Student Portal.

## **44 – Assessments**

Assessment is how we decide if you've shown your skills or not. We keep electronic records of CRICOS and ELICOS assessments for 2 years after your course ends. Qualification and transcript copies are stored electronically for 30 years. Access to your records is available upon request.

### **Type of assessment you will need to undertake**

For each unit of competency, you will need to do one or more assessment tasks. These tasks can be practical activities, written questions, presentations, Report writing, role plays, performance observations, projects, or other suitable tasks to check your skills. Make sure to finish all tasks by the deadline. If you need more time, your trainer/assessor might allow an extension. If you have a good reason for not being able to finish an assessment, you can talk to your trainer/assessor and ask for a different assessment date.

## **45 – Grading (Competency based)**

In Vocational based training, the course in which the students are enrolled is competency based. The grading of your assessment will be:

### **C= Competent**

Competent means that a student has satisfied all of the learning outcomes in the specified subject, to the required standard. An assessor will review and evaluate this evidence and, if the evidence is satisfactory, the assessment result will be 'Competent' and this will be reflected in the 'record of assessment' when it is returned to the student.

### **NYC=Not Yet Competent**

Not Yet Competent means that either the evidence submitted was of an unsatisfactory standard, or that it was of satisfactory standard but not all the evidence was submitted. If a student is NYC, they will be given the opportunity to redo the task and achieve competence

## **46 – Daily attendance process**

As part of their student visa compliance requirements, all students are required to complete 20 hours attendance per week. RBIT monitors the student attendance through the weekly recording of the student's physical attendance in class.

Physical Attendance Process:

- The trainer marks the attendance record for each class session.
- Attendance is entered into the Student Management System (SMS) JR+
- Absent students are expected to call or text to advise the Administrative Officer

Note: It is the student's responsibility to contact RBIT if they need to be absent from class or are sick. Evidence from doctor, or other circumstances need to be provided when absent.

## **47 – Course Progress**

At RBIT, we keep track of your course progress and let you know if you need extra help to avoid any problems with your studies. Our Academic team carefully watches how you're doing in your courses. Your final results for each unit, given by your trainer, are put into our Student Management System. This helps make sure you're following the course schedule and finishing on time. More information on Course Progress and related information can be found on the [Policy & Procedure page](#)

## **48 – Applying for Deferment, Suspension or Leave**

In section 2 earlier we mentioned about the Course Deferment, Suspension in general and the consequences. To proceed, you may use the Student General Request form (SGRF) available on our website. Please note you may defer, suspend or request for leave during the course only in certain limited circumstances (as described in the related Policy).

Please refer to the [Policy & Procedure page](#) in relation to an application for course deferment, suspension or leave.

## **49 – Student Feedback**

To assist with continuous improvement processes, students are given the opportunities to provide feedback during the course and after assessments. Students are given an evaluation form to be completed at the end of each course. Analysis of this data is used to improve training and assessment and to ensure client services are met and as part of our continuous improvement process.

## **50 – Surveys**

You may receive a student survey which may be run by a government department or an National Centre for Vocational Education and Research (NCVER) employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## **51 – Welfare Support**

RBIT aims to ensure that all students enjoy their time in Australia. However, sometimes problems occur in a students' life that can't be controlled. RBIT understands that these problems often feel worse when students are a long way from home and family. If you need to talk to someone, please feel free to approach RBIT Administrative Officer or the RBIT Child Protection Officer.

A counsellor may be able to help with the following, or any other, problems:

- Crises in your life (your own or your family's)
- Difficulty in making an important decision;
- Feeling depressed;
- Feeling highly stressed;
- Eating disorders;
- Suicidal thoughts

Some National and Local Welfare Assistance and Support Services

Emergency

- Life in Danger Ph: 000

Mental Health

- Beyond Blue Ph: 1300 224 636 <https://www.beyondblue.org.au/>
- Kids Helpline Ph: 1800 551 800 <https://kidshelpline.com.au/>

Personal

- Lifeline Ph: 13 11 14 <https://www.lifeline.org.au/>



## **52 – Critical Incident Policy**

RBIT's Critical Incident Policy lays out the procedures and actions to be taken in the event of a serious incident that involves RBIT students, faculty, staff members and visitors. A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury and has the potential to affect the safety and well-being of RBIT students, staff, faculty or visitors in a dangerous or tragic way.

## **53 – Computer and Internet Usage**

RBIT values computers and electronic resources for education. Please utilize them for your studies. Laptops, computers, and internet access should only be used for program requirements, unless specified otherwise. These guidelines cover proper use of computing and electronic resources like the internet, email, and web browsing. Adhere to these guidelines for responsible use.

Please refer to the [Policy & Procedure page](#) in relation to the related Student's Computer and Internet usage policy

## **54 – Emergency Evacuation Policy and Procedure (Westbrook campus)**

In the event of an emergency during class you must follow the EVACUATION PLAN, for details please be sure to familiar yourself with the Evacuation procedure. Emergency and Evacuation training will be conducted yearly. Please participate in the training.

## **55 – Statements of Attainment and Qualification certificates**

Students are entitled, at no additional cost,

- to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the students have paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.
- to a Testamur and Records of Results upon successful completion of all the required units and fulfilling all the course requirements, provided the students have paid in full for the tuition/non tuition fees,

RBIT reserves the right to withhold any certification of qualifications achieved by the student if the student fees remain outstanding.

## **56 – Student Code of Conduct Policy**

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at RBIT and should be read in conjunction with the Institute Policies and in the context of the student's Letter of Offer of enrolment. This Code applies to all students enrolled with RBIT regardless of the mode of study or location.

**Below is an “extract of the Student Code of Conduct”**

- 2.1. Safety and well-being
- 2.2. Respect and Dress Code
- 2.3. Creating a positive learning environment

**Students must contribute to a positive learning environment by:**

**a) Meeting Expectations:**

1. Abiding by the Student Code of Conduct and RBIT policies.
2. Actively participating in class.
3. Displaying interest in teachings.
4. Showing respect to Venerable.
5. Treating co-students and Trainers with respect.
6. Adhering to Trainer instructions.
7. Paying fees on time according to schedule
8. Not bringing non-vegetarian food to RBIT/PLLCA premises.
9. Taking care of personal property. RBIT is not liable for any loss or damage
10. Wearing appropriate attire (no revealing or explicitly torn/faded fashionable clothing).
11. Trainers may deny you entry if clothing is inappropriate

**b) Prohibited Behaviors (applies universally):**

1. Harassment, bullying, or vilification.
2. Racial or racist behavior.
3. Sexual harassment.
4. Discrimination based on personal attributes.
5. Victimizing complainants.
6. Smoking and drinking alcohol while inside training facilities
7. Intimate relationships with co-students, staff, or Trainers.

**2.4. Breaches of the Student Code of Conduct. Possible breaches include:**

**a) Academic Misconduct, such as:**

1. Cheating, including assisting others.
2. Plagiarism, collusion, and electronic plagiarism.
3. Falsifying information.

**b) Behavioral Misconduct, including:**

1. Violating laws related to RBIT.
2. Disrupting others' studies or participation.
3. Providing false identification.
4. Endangering safety or health.
5. Disturbing peace and order.
6. Causing fear for personal safety.
7. Damaging RBIT and PLLCA property.
8. Obstructing official activities.
9. Discrimination based on personal attributes.
10. Theft or wrongful property dealings.
11. Use of prohibited substances.
12. Possession of dangerous items.
13. Trespassing in restricted areas.
14. Misrepresenting student status.
15. Engaging in abusive behavior.
16. Rudeness, aggression or violence

17. Bribery, flattery, or cheating.
18. Using electronic devices in class for non-educational purposes
19. Not updating within 7 days, changes to your Education provider, Student Visa conditions, address and contact

Please refer to the [Policy & Procedure page](#) in relation to the full Student Code of Conduct. It is your responsibility to be aware of and be familiar with the Institute Do's and Don't while you are studying the course with us. If you are in doubt, feel free to contact the Administration officer anytime.

## **Section 6 – Policies and Procedures**

### **57 – Updated policy and procedure**

Note: This section follows the reference link to the new RBIT website for the latest related policy procedures

Students Policy and Procedure	
1	USI Policy & Procedures
2	Overseas Student Transfer Process
3	Credit Transfer process
4	Deferment, Suspension, and Cancellation Policy
5	Student Progress and Completion Process
6	Complaints and Appeals Process
7	Child Welfare and Protection Process
8	Privacy Policy
9	Compassionate and Compelling Circumstances
10	Student Code of Conduct
11	RBIT Emergency Evacuation Policy and Procedure (Westbrook)
12	Students Computer and Internet usage Policy

For more information regarding to our student-related policies please visit the RBIT website, Student Support/Policy and Procedure page: <https://www.rbit.qld.edu.au/students/47>

## 58 – Summary of fees and charges

<https://www.rbit.qld.edu.au/students/48>



**ROYAL BRISBANE INSTITUTE OF TECHNOLOGY**

Dynamic Management Group Pty Ltd t/a RBIT/RBIC  
RTO: 30807 | CRICOS Code: 02370B | A.C.N.: 095 915 012 | A.B.N.: 74 095 915012

### Summary of Fees and Charges

Non-Refundable Fees	Amount
Enrolment/admission fees	\$275
CoE change/deferment (per course)	\$50
Course cancellation fee (per course)	\$275
Late payment fee (per week)	\$30
Re-assessment fee (per unit)	\$100
Re-enrolment in failed units of competency after course ends – Certificate Level (per unit)	\$250
Re-enrolment in failed units of competency after course ends – Diploma or Advance level (per unit)	\$350
Re-enrolment in failed units of competency after course ends – GC/GD level (per unit)	\$500
Re-enrolment in failed units of competency before the course ends (per unit)	\$100
Course Outline/Syllabus (per Qualification)	\$150
Re-print Testamur and Records of Results or Testamur and Academic Report	\$60
Re-print Student ID	\$15
Re-print 1 document only (Testamur/Records of Results/Academic Report/Statement of Attainment/Certificate of Completion for General English)	\$40
Completion Letter	\$40
Postage Fee (Within Australia)	\$15
Postage Fee (Outside Australia) *subjected to fees by Australia Post (Insurance cover included) *min.	\$50
Printing & Copying documents that are not related to RBIT assignments (Black & White) *per page	\$0.20
Printing & Copying documents that are not related to RBIT assignments (Colour)	\$1.00
Refund to overseas account bank fee	\$30
If support service attracts an additional cost to the learner, the administration officer will advise the fees to the student and the student must agree prior to enrolment	

Notice Period given by, or on behalf of student	Refund (% of Tuition)	Cancellation (% of Tuition)	Total
121 days or more, prior to course commencement	100%	0%	100%
71-120 days, prior to course commencement	90%	10%	100%
28-70 days, prior to course commencement	70%	30%	100%
28 days or less, prior to course commencement	0%	100%	100%