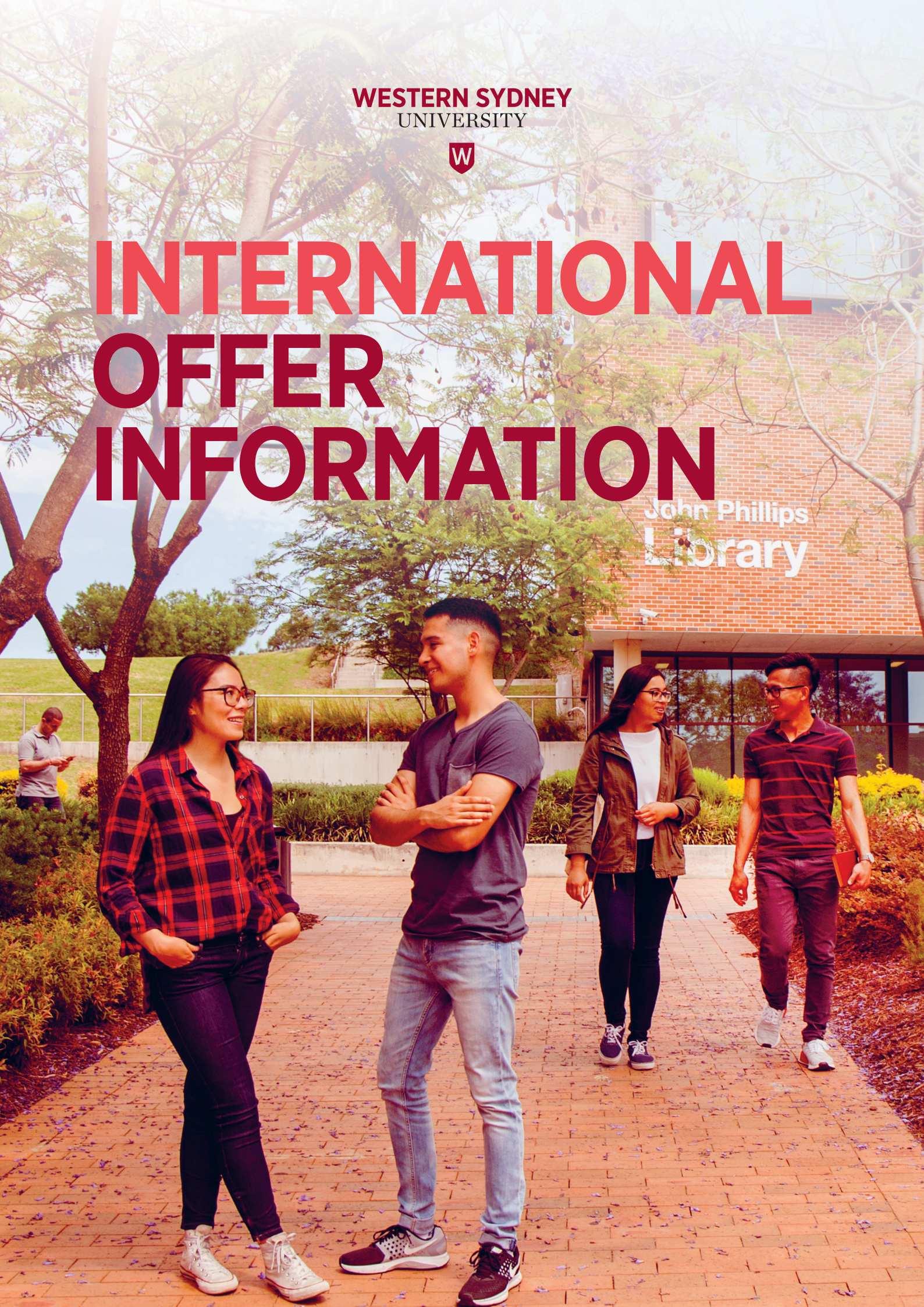


WESTERN SYDNEY  
UNIVERSITY



# INTERNATIONAL OFFER INFORMATION

John Phillips  
Library





# WELCOME

Congratulations and welcome to Western Sydney University.

You are one step closer to experiencing world class education from leading academics in Australia. You will learn from internationally recognised researchers and highly qualified lecturers who are passionate about teaching and learning.

We'll prepare you to achieve great things in your communities and workplaces. We will equip you with practical skills and real-life experiences through work experience placements, internships, international mobility and volunteering opportunities.

Here at Western it's all about you. We care. We'll support you wherever you want to go.

This International Offer booklet will explain the excellent services and facilities we offer that will help you to maximise your potential while at Western Sydney University. I look forward to welcoming you soon.

Professor Linda Taylor  
Pro Vice-Chancellor, International





**CONTENTS**

Welcome	2
Accept your offer	4
Apply for your visa	5
Get organised	6
Register	8
Attend Orientation	10
Things you should know	11
Pathway Programs	13
Services and facilities	15
Helpful links	16
Fees and Refund Agreement	17

## New Student Orientation

Orientation for our new International students is specifically designed to enable a smooth transition to study in Australia and will provide you with the opportunity to learn essential information specific to Western. In addition to Orientation there will also be welcome events for you to attend in the lead up to the commencement of your session. Orientation attendance is compulsory so please ensure you check your Offer of Admission letter for details of when your Orientation session will be held.

More information on page 10.

## ACADEMIC CALENDAR

[westernsydney.edu.au/international/important\\_dates](https://westernsydney.edu.au/international/important_dates)

### WESTERN SYDNEY UNIVERSITY

#### UNDERGRADUATE AND POSTGRADUATE PROGRAMS

##### Autumn 2024

**Orientation date:** 16 February  
**Session dates:** 4 March - 9 June

##### Autumn Inter-session break:

22 April - 28 April

##### Spring 2024

**Orientation date:** 5 July  
**Session dates:** 22 July - 27 October

##### Spring Inter-session break:

9 September - 15 September

*\*Please refer to your offer letter for your specific orientation date as these may be subject to change.*

#### Quarterly Sessions 2024

##### Quarter 1

Orientation: 4 January  
Session dates: 8 January - 17 March

##### Quarter 2

Orientation: 26 March  
Session dates: 2 April - 9 June

##### Quarter 3

Orientation: 20 June  
Session dates: 24 June - 1 September

##### Quarter 4

Orientation: 12 September  
Session dates: 16 September - 24 November

*Disclaimer: Please note these dates may be subject to change. Please check your letter of offer for details relevant to your program.*

### WESTERN SYDNEY UNIVERSITY THE COLLEGE

#### FOUNDATION STUDIES AND DIPLOMA PROGRAMS 2024

Term 1: 4 March - 2 June  
Term 2: 1 July - 29 September  
Term 3: 28 October - 2 February 2025

#### ACADEMIC ENGLISH FOR TERTIARY STUDIES 2023/2024

18 September 2023 - 24 November 2023  
27 November 2023 - 9 February 2024\*  
12 February 2024 - 19 April 2024  
22 April 2024 - 28 June 2024  
1 July 2024 - 6 September 2024  
9 September 2024 - 15 November 2024  
18 November 2024 - 7 February 2025#

*\*Denotes period where Christmas break is in effect: 20 December 2023 - 02 January 2024*

*#Denotes period where Christmas break is in effect: 19 December 2024 - 2 January 2025*

#### ADVANCED ACADEMIC ENGLISH SKILLS 2023/2024

##### Module A: Reading and Writing

16 October 2023 - 24 November 2023  
8 January 2024 - 16 February 2024  
20 May 2024 - 28 June 2024  
29 July 2024 - 6 September 2024  
21 October 2024 - 15 November 2024

#### ADVANCED ACADEMIC ENGLISH SKILLS 2023/2024

##### Module B: Listening and Speaking

17 October - 11 November  
8 January 2024 - 2 February 2024  
3 June 2024 - 28 June 2024  
7 October 2024 - 15 November 2024

#### MASTER OF TEACHING DIRECT ENTRY ENGLISH PROGRAM 2023/2024

18 September 2023 - 8 December 2023  
11 March 2024 - 31 May 2024  
9 September 2024 - 29 November 2024

#### BACHELOR OF NURSING DIRECT ENTRY ENGLISH PROGRAM 2023/2024

18 September 2023 - 8 December 2023  
23 October 2023 - 19 January 2024\*  
9 September 2024 - 29 November 2024  
14 October 2024 - 17 January 2025#

*\*Denotes period where Christmas break is in effect: 20 December 2023 - 02 January 2024*

*#Denotes period where Christmas break is in effect: 19 December 2024 - 2 January 2025*

# STEP 1 ACCEPT YOUR OFFER

The first thing you will need to do now that you have received your offer, is to formally accept it. Carefully read your offer letter that you have received via email from the University and then complete and submit your acceptance form via the Western Online Application System. The Acceptance Form is available in your Offer of Admission letter.

Refer to the **Responding to your offer** section in your offer for more details.

The acceptance fee deposit outlined in your offer will also be payable at the time of accepting. You may choose to pay more than the prescribed amount in your offer letter, this will be credited to your student account. If you do not pay the full amount outlined, the outstanding balance will need to be paid at registration. Payment of the total acceptance fee should be made by logging into the Western Online Application System, accepting your offer and proceeding through to the payment gateway.

The University encourages you to accept this offer as quickly as possible to secure your place and avoid disappointment. Places in some programs are subject to strict quotas.

For more information on accepting your offer, visit: [westernsydney.edu.au/internationalaccept](https://westernsydney.edu.au/internationalaccept)

Watch the **How to Accept** video now.



## PAYMENT OPTIONS



**Onestop** – make your payment directly to the University via Mastercard or Visa.



**Flywire** – Flywire allows you to pay securely from banks worldwide offering competitive foreign exchange rates and no hidden fees.

**convera** Western Sydney University has partnered with **Convera**\* to provide the University with this reliable online payment application.

Read more about these payment methods at [westernsydney.edu.au/international/home/apply/admissions/course\\_fees/payment\\_methods](https://westernsydney.edu.au/international/home/apply/admissions/course_fees/payment_methods)

\* Please note Convera does not process payments to, from or involving residents of Iran, North Korea, Cuba, Russia, Belarus and the Crimea, Luhansk and Donetsk province of Ukraine. More information about sanctions and potential restrictions on payments that can be processed is available through the **Convera website**.



# STEP 2

# APPLY FOR YOUR VISA

## APPLY FOR YOUR STUDENT VISA

You must obtain a student visa before you come to study in Australia. The University will issue a Confirmation of enrolment (COE) which you must use to apply for your visa. Once received you must use your COE within six (6) months to apply for your student visa before it expires.

Please make sure you allow plenty of time for your visa application to be processed by Australian immigration authorities so you arrive on time to begin classes.

You will need permission from the University if you wish to transfer to another education provider in the first six months of your principal course (if you have a packaged offer, the principal course is usually the last course in your offer). You will be required to apply for a new student visa if you change to a lower education level program at any time (Bachelor to Diploma or Certificate, Master to Bachelor, etc).

## VISA CONDITIONS

Student visas come with a number of conditions. It is important that you do not breach them so your visa will not be subject to cancellation.

Immigration publishes a comprehensive list of visa conditions:

[westernsydney.edu.au/studentvisa](https://westernsydney.edu.au/studentvisa)

As of 1 July 2023, if you are a student visa holder you are required to:

- Undertake study in Australia via a face-to-face learning mode
- Study at least two-thirds of your program subjects face-to-face in Australia
- Study at least one of your subjects face-to-face in each study period, with the exception of the last subject of your program if it is only offered online.

Please see the following resources for further information:

- [Visa details and conditions](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

## EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS)

The ESOS Act regulates the provision of education to overseas students in Australia. It covers the conduct of education providers (universities, colleges, and schools), students and the various government departments involved. Its main purpose is to provide consumer protection for overseas students. Western Sydney University complies with the ESOS legislation requirements: [westernsydney.edu.au/esos](https://westernsydney.edu.au/esos)

The Australian Government reviews its Student Visa Program regularly. Please check the Australian immigration department website for updates: [homeaffairs.gov.au/trav/stud](https://homeaffairs.gov.au/trav/stud)





# STEP 3 GET ORGANISED

## CHOOSE YOUR ACCOMMODATION AND BOOK AN AIRPORT PICK UP

### FINDING THE RIGHT HOME FOR YOU

Did you know that Western Sydney University has dedicated Student Accommodation office? We are here to support you for any accommodation enquiries contact:

- [studentaccommodation@westernsydney.edu.au](mailto:studentaccommodation@westernsydney.edu.au)
- [WesternNow Wellbeing Enquiry](#)
- [Accommodation](#)

Western Sydney University offers a wide range of high-quality, fully furnished accommodation on each campus. Each Village site provides a self-catered independent living experience with support available 24 hours a day. Our residential life program ensures that there are plenty of opportunities to meet new people, support your studies and learn new skills. We're the ideal place to relax with friends after a hard day of studying!

Find out more about living on-campus at [westernsydney.edu.au/accommodation/live-on-campus/](https://westernsydney.edu.au/accommodation/live-on-campus/)

### Campbelltown

At Campbelltown, you'll enjoy a unique balance between city and rural. Located on a quiet campus with plenty of greenery, you'll be walking distance from public transport and a large shopping centre.

It's the best of both worlds! The Campbelltown campus offers a choice of studios, apartments and townhouses just minutes from classes.

### Hawkesbury

Situated amongst heritage buildings, extensive sporting facilities, farmland, orchards and vineyards, the Hawkesbury campus really is a beautiful place to live. We've got a choice of villa, lodge and townhouse-style accommodation, as well as a swimming pool to help you cool off in summer! Located only 25 minutes from the Penrith campus, the Hawkesbury village provides a great alternative for Penrith students who want to live in a charming semi-rural landscape.

### Nirimba (Blacktown)

The Nirimba village has a small, close-knit community of residents from all over the world. With only 30 residents, we offer friendly lodge-style options with plenty of opportunities to get to know your neighbours!

### Parramatta

The Parramatta campus offers a choice of stylish one to eight-bedroom apartments. Throw in a swimming pool, outdoor workout station, BBQ area, student lounge and TV room and you've got on-campus living sorted!

### Penrith

From townhouses to modern studios and apartments, we've got something to suit all budgets. We're a short walk from the main academic area of the campus, which means you can wake up and be in class in minutes!

### NEED HELP?

Contact our dedicated Student Accommodation Office:

- [studentaccommodation@westernsydney.edu.au](mailto:studentaccommodation@westernsydney.edu.au)
- [WesternNow Wellbeing Enquiry](#)
- [Accommodation](#)

**TIP:** Book your university accommodation early to avoid disappointment.

### LIVING OFF CAMPUS

The western Sydney region has a vast range of affordable apartments and share housing options. If you are interested in living close to the campus, but not on campus, check out popular real estate listing websites in Australia, including:

- [domain.com.au](https://www.domain.com.au)
- [realestate.com.au](https://www.realestate.com.au)

Note: these sites are not run by the University.

- [Accommodation](#)

### HOMESTAY

A homestay with an Australian family could also be a suitable option. You get to experience Australian culture and it can help you settle in quickly, providing the opportunity to participate in the daily routine of an Australian family, and to practice your English language skills. Single or shared rooms are available, and your homestay family provide you with meals. Your bedroom will be furnished with a bed, desk, wardrobe and heating. Sheets and blankets are also provided.

- [Accommodation](#)

### FIND YOUR WAY AROUND CAMPUS

Need help getting to campus or finding your way around?

Visit [westernsydney.edu.au/maps](https://westernsydney.edu.au/maps)

### VILLAGE ACCOMMODATION SCHOLARSHIP IN 2024

Accommodation Scholarships are available for International students commencing their studies at Western Sydney University. More information on the scholarship offering available including eligibility conditions and price can be found on our [Accommodation Scholarship website](#).

#### Conditions apply

For more information visit the [Village Accommodation Scholarship website](#).



### UNDER 18 – ACCOMMODATION

All students under 18 years of age are required to live:

- with their parent or legal guardian
- with a suitable relative whom the parent or legal guardian nominates or
- under an accommodation and welfare arrangement approved by the University.

If you choose option c above, that is a University approved accommodation and welfare arrangement, the University will be responsible for issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW).

#### → Accommodation

As part of a Western Sydney University Welfare Arrangement, you will be assigned a dedicated case manager until you turn 18 years of age.

### Accommodation Arrangements approved by the University

To enable the University to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW), you must reside with a homestay family arranged by one of Western Sydney University's approved Homestay Providers:

- Global Experience  
[globalexperience.com.au](http://globalexperience.com.au)
- Australian Homestay Network  
[homestaynetwork.org](http://homestaynetwork.org)
- Oz Homestay  
[ozhomestay.com.au](http://ozhomestay.com.au)
- Homestay Network  
[homestaynetwork.com.au](http://homestaynetwork.com.au)

Your parent/guardian must provide evidence to the University that they have entered into an accommodation agreement with the homestay provider which sets out the specific accommodation arrangements to be provided for the duration of the agreement. The accommodation agreement must begin no later than the commencement date shown on your Confirmation of enrolment, and remain in place for the duration of the student's enrolment plus seven days, or until you turn 18 years of age, whichever occurs sooner.

Homestay involves living with an Australian family. On each weekday, your Homestay family provide you with two meals, and on weekends you receive three meals a day. Single or shared rooms are available. Your bedroom will be furnished with a bed, desk, wardrobe and heating. Sheets and blankets are also provided.

### AIRPORT PICKUP

The University offers a free airport pick-up service for international students commencing study at Western Sydney University. The service provides you with transportation from Kingsford Smith International Airport (Sydney) to the University campus accommodation at which you will be staying.

Students studying an English pathway program at Western Sydney University The College (Sydney Olympic Park) packaged with a Western degree, are also eligible.

To find out more about our airport pick-up service, visit [westernsydney.edu.au/airportpickup](http://westernsydney.edu.au/airportpickup)

### AIRPORT TRANSPORT SERVICES

Sydney's Airport Link Rail Service offers a direct link from Sydney Airport to Sydney's Central Station, with trains running every 10-15 minutes. From Central Station, you can catch a train to a station near your campus.

A range of bus, taxi services and other transfer services are also available at Sydney Airport. For more information, visit [sydneyairport.com.au](http://sydneyairport.com.au)

### NEED HELP?

Contact our dedicated Student Accommodation office:

- [studentaccommodation@westernsydney.edu.au](mailto:studentaccommodation@westernsydney.edu.au)
- WesternNow Wellbeing Enquiry
- Accommodation





# STEP 4 REGISTER

## REGISTRATION STEPS

1. Activate your WESTERNACCOUNT
2. Plan your program
3. Login to MySR
4. Complete the online steps
5. Select and confirm your Field of Study and Subjects
6. Register for your classes

Check out our **International Orientation Page** for more information [westernsydney.edu.au/international/arriving/orientation](https://westernsydney.edu.au/international/arriving/orientation)

### 1. ACTIVATE YOUR WESTERN ACCOUNT

Once you've accepted your offer, paid fees as outlined on your Offer of Admission letter and received your confirmation of enrolment (COE), the next step is to activate your Western Account.

To activate your account, you'll need your Western Student ID, which you can find on your Offer of Admission letter.

Your Western Account gives you a username and password for your access to all our online services, including your student email, My Student Records (MySR – your online student record), the Library and more.

We send important information about your registration to your student email account, not by post, so it's important that you check it often.

### 2. PLAN YOUR PROGRAM

Check the online handbook for information about the structure of your program and choose from available subjects. Your program may have a mixture of compulsory or core subjects that you have to register in, as well as optional subjects (elective subjects).

You can access the handbook at <https://hbook.westernsydney.edu.au>

Once you've selected subjects, you can plan your class registration to make sure your classes don't clash. Access the Class Registration planner at <https://classregistration.westernsydney.edu.au/even/timetable/#subjects>

#### More information

If you need more information or assistance contact Student Services Hub. [studenthub@westernsydney.edu.au](mailto:studenthub@westernsydney.edu.au)

#### TIP

If you have trouble selecting your subjects, you can use the online chat function on our website to chat to a friendly member of our team for some help.



### Credit for Prior Learning

Credit for Prior Learning is recognition of prior learning in terms of experience and/or studies. If you have completed studies at another recognised institution, you may be eligible for Credit for Prior Learning for that study. Credit is generally assessed on an individual basis at the time of application for admission to the University, and is based on evidence.

Make sure you include any academic transcripts and awards not already provided with your original application for admission. All documents must be originals or certified copies and translated English versions must be included. If Western Sydney University does not have an agreement or articulation in place with the institution where you studied, you should provide either a copy of the related subject outline or a web link to assist with assessment of your application. You can upload your documents directly to the online application portal.

If you wish to be considered for Credit for Prior Learning:

**a) prior to registration in your program**  
– contact International Admissions - **International Admission Enquiry**

**b) after registration but prior to the census date of your program**  
– apply online via Student Forms at [westernsydney.edu.au/creditforpriorlearning](https://westernsydney.edu.au/creditforpriorlearning)



### 3. LOGIN TO MYSTUDENTRECORDS (MYSR)

Once you know which subjects you will register in, you can log into MySR to start the registration process.

MySR can be accessed at [westernsydney.edu.au/mysr](https://westernsydney.edu.au/mysr)

This page will display the steps you need to follow to complete your registration. If you are accessing MySR from home, you need to be aware that:

- MySR uses pop-up windows. Please ensure your settings are updated and pop up blocker is turned off for MySR.
- You need to have Javascript installed on your computer to use MySR.

Help using MySR is available online at [westernsydney.edu.au/helpwithmysr](https://westernsydney.edu.au/helpwithmysr)

**Note:** English Language Program students do not register on MySR. See below for further information.

#### Starting an undergraduate or postgraduate program?

##### Our International Orientation

webpage has everything you will need to know to succeed at uni. It's got information about registering for your subjects, orientation, finding your way around campus and much more.

Visit our International Orientation webpage [westernsydney.edu.au/international/arriving/orientation](https://westernsydney.edu.au/international/arriving/orientation)

#### Are you commencing an English language program?

Registration in English language program is organised by the English Language Programs office at Western Sydney University The College. On your first day of program, please go to Student Services Hub where you will be assisted to commence your program.

### 4. COMPLETE THE ONLINE REGISTRATION STEPS

You must complete all required forms and steps in order in MySR: Confirm your Details, Surveys & Requirements, Government Forms, Select fields of study or subjects.

Watch the **Registration video** now.

### 5. FIELD OF STUDY & SUBJECTS

This should self-populate with the correct Program from your offer. It will also list the campus and the term.

For most students this is as much as you will need to do. Now click "Save & Next".

Most students may need to select a Guided Registration Plan. Just select the subjects you need and select Process Registration. You will then have completed your registration into your subjects.

**TIP:** You can complete your registration before you attend Orientation. Reach out to our Student Services Hub for assistance early to ensure you are ready for the start of term.

### 6. REGISTER FOR YOUR CLASSES

Once you've completed subject registration, the final step is to register for your classes. This is a separate online process through a system called Allocate+. For each subject you've registered in, you'll need to register your preferred times for every lecture, tutorial or practical class in that subject.

You can find more information about class registration at [westernsydney.edu.au/classregistration](https://westernsydney.edu.au/classregistration)

Watch the **Class registration video** now.

**TIP:** Register for your classes through Allocate+ as early as possible to avoid missing out on the class times you want.

If you need help, call Student Services Hub at any time on: **1300 668 370** (from within Australia) or **+61 2 9852 5656** (from overseas). Alternatively, you can email [studentcentral@westernsydney.edu.au](mailto:studentcentral@westernsydney.edu.au) – just remember to use your student email account to do this.

### GETTING HELP IN PERSON

If you would like help in person with either your offer or registration please ensure you have the following ready to assist with your enquiry:

- Offer letter
- Confirmation of enrolment
- Photocopy of passport
- ALL relevant original certificates and transcripts from previous programs (if applicable) AND one set of photocopies of these documents for Western Sydney University undergraduate and postgraduate provisional and conditional offers.



# STEP 5 ATTEND ORIENTATION

Starting studies at university is exciting. Studying in another country is exceptional: a new environment, new faces, and a new way of learning. At Western Sydney University, we strive to play a key, supportive role in your academic growth. Our Orientation program will help you in your transition to university – and to a new chapter in your life.

Orientation introduces you to the University and key staff members, and provides you with crucial information and advice that will assist you in adjusting to the living and learning environment of the University.

## **SESSION 1 (AUTUMN, MARCH) AND SESSION 2 (SPRING, JULY) INTAKE SESSIONS**

International Orientation is held online three weeks prior to session. Check your offer letter for details of your Orientation.

Students registering in the Master of Nursing Practice (preregistration) are required to attend their Orientation in early January prior to classes commencing.

**Orientation is compulsory for all new international students.**

We also have a number of other sessions to complete your orientation experience and have you feeling confident to start your studies.

**This will include an on campus welcome event held prior to your session commencing. Dates will be confirmed via our website below.**

Please check the Orientation website for session details for the intake you are commencing.

[westernsydney.edu.au/international/arriving/orientation](https://westernsydney.edu.au/international/arriving/orientation)

## **QUARTER INTAKE SESSION**

Students registering in postgraduate business programs offered by the Sydney Graduate School of Management (SGSM) must attend the SGSM Orientation held in the week prior to classes commencing.

Check your offer letter for details of your Orientation.

## **ORIENTATION FOR ACADEMIC PATHWAYS PROGRAM STUDENTS**

For students registering at The College (Bankstown, Penrith or Nirimba campuses) please visit The College Orientation website for session details.

For more information  
[westernsydney.edu.au/orientation/the-college.html](https://westernsydney.edu.au/orientation/the-college.html)

## **ORIENTATION FOR ENGLISH LANGUAGE PROGRAM STUDENTS**

For students registering in an English language program at The College (Sydney Olympic Park campus) please visit The College English Language Orientation website for details.

For more information  
[westernsydney.edu.au/orientation/the-college/sessions/english-language-programs](https://westernsydney.edu.au/orientation/the-college/sessions/english-language-programs)

**TIP:** Review the dates of the orientation and other sessions for your intake and plan to arrive in time for any face to face events taking place. This will be between 5-12 days before classes for most sessions.

# THINGS YOU SHOULD KNOW

## PREPARATORY ENGLISH LANGUAGE

If you register in an English Language program you must ensure that you complete your English Language program before commencing your studies at Western Sydney University. All results must be submitted to Western Sydney University International before you commence your studies.

## FAMILIES

Students wishing to bring children and/or their spouse (dependants) will need to consider

- visas
- health cover
- schooling

[border.gov.au/Trav/Stud](https://border.gov.au/Trav/Stud)

## SCHOOL-AGE DEPENDANTS

All school-age dependants must attend school in NSW. Please note that school fees will apply to all school-age children.

<https://www.deinternational.nsw.edu.au/>

## GUARDIANSHIP

When a student is under 18 years of age, a responsible adult must be nominated to supervise that student during their stay in Australia. The nomination of a responsible guardian ensures that the student is properly cared for until they are 18 years old.

[westernsydney.edu.au/under\\_18\\_admission](https://westernsydney.edu.au/under_18_admission)

## COST OF LIVING

As a student visa holder, you will be required to have approximately AUD\$24,505 per person per year for living expenses, as advised by the Australian Government. However, the actual cost depends on your individual lifestyle and you should budget for approximately AUD\$26,000 per year per adult. Remember, your living expenses are separate from your tuition fees.

For more information on the cost of living in Sydney, visit [westernsydney.edu.au/international/arriving/cost-of-living](https://westernsydney.edu.au/international/arriving/cost-of-living)

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Overseas Student Health Cover is compulsory for student visa holders. You will need to purchase OSHC for the proposed duration of your student visa and include this payment with your tuition fees when accepting an offer of study at Western Sydney University.

We have an agreement with **Bupa** to provide health cover for our international students.

If you purchase OSHC through us, Bupa will be your OSHC provider. Bupa OSHC provides extra levels of cover above the standard OSHC options, to ensure your health is well covered. In addition, Bupa provides extra benefits to Western Sydney University with on-campus support and a range of health and wellbeing programs.

The following cover types are available:

- Singles: covers only the valid student visa holder
- Couples: covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependent children
- Family: covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependent children.

## OSHC - Bupa

[privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.htm](https://privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm)

## FIRST DAY OF CLASSES AND LATE START

Western Sydney University classes begin on the date specified on your offer letter. If you are unable to start on the date specified in your offer letter you must apply in advance to receive written permission from Western Sydney University International to begin your program late. You must email the admissions officer listed in your offer letter and explain your reason for the request. If you have not received written approval for a late start from the University you should not leave your home country. Please allow 48 hours from request for a response from the University.

*NOTE: Requests for approval for a late start will NOT be considered if lodged after TUESDAY before the first day of classes.*

*NOTE: Applicants for the Master of Nursing Practice (Preregistration) are not able to start at a later date. Master of Nursing Practice (Preregistration) students start in the first week of January.*

## PAYMENT OF TUITION FEES OBLIGATION

The fees listed in your offer letter are variable and are subject to change without notice on an annual basis.

## ADDITIONAL FEES AND COSTS

Annual tuition fees only cover the cost of your tuition. They do not include other expenses associated with university study such as accommodation, books, equipment, photocopying, printing, stationery and living expenses.

Some programs will have additional compulsory costs as a requirement for completion of subjects in the program. For example, nursing students will be required to obtain a current First Aid certificate and will have extra costs such as immunisations and a Lab Pack.

Make sure you find out what additional costs you'll have while studying at Western Sydney University.

[westernsydney.edu.au/fees](https://westernsydney.edu.au/fees)

**TIP:** If you need academic preparation or English lessons, The College can help you!  
[westernsydney.edu.au/thecollege](https://westernsydney.edu.au/thecollege)



## PROGRESSION AND ATTENDANCE

As a condition of your visa, you must satisfy program progression, attendance and participation requirements, and maintain a valid registration for your program. If your progress is less than satisfactory, or results in a suspension or exclusion from the University, your Confirmation of Enrolment (CoE) will be cancelled and your visa may be impacted.

For additional information, visit [westernsydney.edu.au/international/academicprogress](https://westernsydney.edu.au/international/academicprogress)

ELICOS and Foundation Studies programs have additional attendance requirements.

[westernsydney.edu.au/thecollegestudents/westerncentral/faqs/continuing](https://westernsydney.edu.au/thecollegestudents/westerncentral/faqs/continuing)

The University monitors the academic progression of all students to ensure you pass enough subjects to progress to graduation within the duration specified in your CoE. Progression identifies poor academic performance while also giving you an opportunity to address your performance and seek counselling advice.

For additional information, visit [westernsydney.edu.au/international/academicprogress](https://westernsydney.edu.au/international/academicprogress)

### Completing within CoE duration

For student visa holders, you are expected to complete your program, by the 'Course end date' indicated on your Confirmation of Enrolment. Registering in less than a full-time study load will require permission from the university in most cases. Visa extensions without such permission may be refused.

More information on completing within CoE duration can be found at [westernsydney.edu.au/about\\_uws/leadership/governance/education\\_services\\_for\\_overseas\\_students\\_esos/intervention\\_strategy](https://westernsydney.edu.au/about_uws/leadership/governance/education_services_for_overseas_students_esos/intervention_strategy)

## DEFERMENT

If you have accepted your offer and wish to defer the start of your degree to a later session, you must contact Western Sydney International to request a deferment prior to the program commencement date or as soon as possible. Deferment can only be considered if you have not already arrived in Australia or if you are studying at another institution in Australia and need more time to complete your study. If your request to defer is successful, the University will issue a new Letter of Offer, which you must accept, and a Confirmation of Enrolment.

Your student visa may also be impacted.

[westernsydney.edu.au/international/apply](https://westernsydney.edu.au/international/apply)

## EXCLUSION

Students who do not meet the University's academic progression requirements may be excluded from study. Being excluded means that you cannot study at this University for a period of time because your academic progress has not been satisfactory. It is reported to Immigration as a breach of student visa conditions and may result in visa cancellation.

For additional information, visit: [westernsydney.edu.au/currentstudents/current\\_students/exams/progression/progression\\_rules](https://westernsydney.edu.au/currentstudents/current_students/exams/progression/progression_rules)

## LEAVE OF ABSENCE

Leave of absence from study will only be granted in compassionate or compelling circumstances that prevent you from attending classes. If you are granted a leave of absence your student visa may be impacted and you may need to apply for a new student visa to remain in Australia to complete your program.

[westernsydney.edu.au/internationalstudentsupport](https://westernsydney.edu.au/internationalstudentsupport)

## COMPLAINTS AND APPEALS

The University has a complaints and appeals process, and treats each complaint seriously. If a problem arises, there are several options you should consider:

- talk directly to the relevant person – the one who made the decision/whose behaviour caused the problem
- talk to the University Counselling Service
- contact the Complaints Resolution Unit at [westernsydney.edu.au/complaints](https://westernsydney.edu.au/complaints)

## WORKING WHILE STUDYING

Your student visa for coursework studies comes with limited work rights (48 hours per fortnight when your program is in session. From 1 July 2023, student visa holders:

- can work no more than 48 hours a fortnight while studying
- have no work restrictions when their course of study or training is not in session
- cannot work until their course formally commences, unless at the time of applying for your student visa, you held another visa that permitted you to work in Australia.

Research students have unlimited work rights. Please note that you or your dependents must not start working before your program starts.

Familiarise yourself with your student visa conditions at [westernsydney.edu.au/studentvisa](https://westernsydney.edu.au/studentvisa)



## Fair Work Ombudsman

If you become concerned about conditions in your workplace or require assistance with resolving workplace issues, contact the Fair Work Ombudsman on 13 13 94 (8am-5.30pm, Monday to Friday except public holidays). You can also access information about your employment rights and conditions from the Fair Work Ombudsman website at [fairwork.gov.au](https://fairwork.gov.au)

## STUDENT MISCONDUCT

The University has a number of policies and rules in place that are designed to promote ethical and safe behaviour among students. These set out important information about standards of behaviour expected from all students at Western Sydney University.

This includes when students go on placements or undertake fieldwork or research. It is your responsibility to know and understand what misconduct is and it is in your interests to make yourself familiar, particularly with plagiarism and class collaboration.

For more information, visit [westernsydney.edu.au/about\\_uws/leadership/governance/student\\_misconduct\\_rule/faqs\\_for\\_students](https://westernsydney.edu.au/about_uws/leadership/governance/student_misconduct_rule/faqs_for_students)

## VACATION BREAK

For information on all the important dates that you need to know while studying at Western, including your term break, go to page three of this publication or visit the Important Dates page at [westernsydney.edu.au/currentstudents/current\\_students/dates](https://westernsydney.edu.au/currentstudents/current_students/dates).

# FOUNDATION STUDIES, DIPLOMA AND ENGLISH LANGUAGE PATHWAY PROGRAMS

## Western Sydney University The College (The College) offers students a pathway into a Western Sydney University degree.

As a student of The College you will be considered a student of Western Sydney University from day one of your studies. You will access Western Sydney University's full suite of state-of-the-art facilities, including lecture theatres, science and computer laboratories, libraries, gyms, restaurants, as well as a full range of support services and social experiences.

### WHAT IS A PACKAGED OFFER?

If you have received a conditional offer, you will need to satisfy conditions to meet the University's entry requirements. To help you do this, the University may have issued you with a Packaged Offer to study at The College. Upon successful completion of your studies at The College, you will be eligible for direct entry to Western Sydney University.

A Packaged Offer is a combination of programs at The College with Western Sydney University (Western):

1. The College English program + Western degree
2. The College English program + College Diploma + Western degree
3. The College Diploma + Western degree

An electronic Confirmation of enrolment (eCoE) will be issued for each program of study you have received an offer for. However, the benefit of being issued a packaged offer from the University is that you have the ability to apply for a single student visa to cover the entire duration of your studies in Australia.

### Direct entry to Western Sydney University

Successful completion of a University Foundation Studies or Diploma program guarantees entry into a corresponding Western Sydney University undergraduate degree program.

Where a package includes English, no further external English test will be necessary before beginning your next program at The College or Western Sydney University.

### WESTERN SYDNEY UNIVERSITY THE COLLEGE

Western Sydney University The College is wholly owned by Western Sydney University.

The College has over 20 years of experience in providing English and Academic Pathway Programs to domestic and international students. This experience enables The College to provide high-quality education opportunities, and our relationship with Western Sydney University allows us to leverage expertise and resources from the University. This is why students from around the globe rank The College and Western Sydney University as their preferred education destinations in Australia.

### Academic Pathway Programs

Diploma programs are delivered at the Western Sydney University's Bankstown, Nirimba, Parramatta City and Penrith campuses.

Small class sizes and individualised attention from academic staff provide a well-supported environment for students to succeed in their tertiary studies.

We develop, design and deliver programs that support students to succeed in studying and in their chosen careers. As a result, there are high levels of satisfaction, retention and progression among students.

### English Language Programs

English language programs are delivered from the University's Sydney Olympic Park campus.

The College has a national and international reputation for excellence built on the results we deliver. A member of English Australia and University English Centres Australia (UECA), all of our English programs are accredited with Tertiary Education Quality and Standards Agency (TEQSA) for the Australian Government (CRICOS Provider Code 02851G) which means we are licensed to teach English to international students. The College is also quality endorsed by NEAS (National ELT Accreditation Scheme).

All English Language programs are accredited programs that can give you the confidence and academic English and English communication skills you need to meet the challenges of university study and attain a level of language proficiency required for entry to Western Sydney University.



### **Academic English For Tertiary Studies (CRICOS Code 082069M)**

Academic English for Tertiary Studies has been specifically designed to develop ESL students' English proficiency to communicate confidently, express ideas effectively and achieve rhetorical competence so that they attain a level of language proficiency corresponding to the standard required for entry to Australian tertiary educational institutions.

This program has five modules, English for Academic Purposes (EAP) 1 to 5, catering for Pre-Intermediate to Advanced English level students. Each module consists of 10 weeks and includes 20 hours per week of face to face teaching, which can include asynchronous lessons.

- EAP 1 – This program provides a bridge between general English skills and academic skills in reading, listening, speaking and writing. During the program, students will concentrate on basic grammar and sentence structure, leading to more complex texts.
- EAP 2 – provides students with a foundation in academic writing, reading, listening and speaking skills through general coursework, oral presentations, factual reports and regular written assignments.
- EAP 3 – This level consolidates students' understanding of a range of academic texts and builds on the skills developed in the EAP 2 program and learn the process of writing various types of essays.
- EAP 4 – This program extends students' proficiency in academic English with opportunities to strengthen their language and critical literacy skills in preparation for tertiary study.
- EAP 5 – This level allows students to further develop their language skills in academic writing, reading, listening and speaking to a competent level. It prepares students for the rigors of university studies. Students who successfully complete EAP 5 do not need to take any further English language tests to gain entry to their study at Western Sydney University.

### **Advanced Academic English Skills (CRICOS Code 082209D)**

This program has two components:

- Module A: Reading and Writing
- Module B: Listening and Speaking.

Students who successfully complete Module A or B do not need to take any further English language tests to gain entry to their study at Western Sydney University.

Module A provides students with the intensive writing and reading practice they need for University. It is designed for students who either have IELTS (Academic) 6.5 or above but only a 5.5 in reading and writing, or need to polish their reading and writing skills before entry to tertiary studies.

Module B focuses on providing students with high-level spoken communication skills for work or further study. It is designed for students who have IELTS (Academic) 6.5 or above but only a 5.5 in listening or speaking, or need help to improve fluency, pronunciation and public speaking skills.

### **Master of Teaching Direct Entry English Program (CRICOS Code 084618D)**

This program is designed to provide an integrated skills program of listening, speaking, reading and writing to develop students' English language proficiency required to gain entry to Master of Teaching at Western Sydney University (overall 7.5 IELTS with a minimum of 8 in Speaking and Listening and minimum of 7 in Reading and Writing). The program incorporates practice in academic study skills and practice in language skills particularly pertinent to teaching in the Australian school sector.

### **Bachelor of Nursing Direct Entry English Program (BNDEEP) (CRICOS CODE 102180J)**

This program is designed to develop students' English language proficiency to an equivalent IELTS 7.0 with a minimum 7.0 in speaking, listening, reading and writing. The program incorporates practice in academic study skills and practice in language skills particularly pertinent to nursing in the Australian nursing sector. Additionally, the program incorporates Pearson Academic (PTE) test preparation for students to meet the PTE score required for entry into the School of Nursing and Midwifery.

It runs over 12 weeks and includes 20 hours of face-to-face teaching per week.

# SUPPORT SERVICES AND FACILITIES

## HELPING YOU MAXIMISE YOUR CHANCE OF ACADEMIC SUCCESS

Western Sydney University offers support services to all students as well as extra services to international students to assist you achieve your personal, academic and ultimate career goals. You will have access to top class facilities to help you succeed in your studies.

The University provides a range of services and valuable information for all students. These include advice on careers, employment, learning skills, emotional & religious support, social connection and support for students with disabilities.

[westernsydney.edu.au/internationalstudentsupport](https://westernsydney.edu.au/internationalstudentsupport)

## SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

### Student Services Hub

This is your first point of contact for information, forms, advice and referrals to other services. You will have direct access to a dedicated Student Services Hub Officer located at Student Services Hub across nine campuses. The Student Services Hub Team helps international students with enquiries in regards to student visas, overseas student health cover, registration, admission, and the provision and lodgment of forms.

[westernsydney.edu.au/studentcentral](https://westernsydney.edu.au/studentcentral)

### Student Welfare Service

The Student Welfare Service provides welfare and support to all international students. The Student Welfare Service operates on all campuses and has professionally trained staff to help students work through the unexpected problems that can arise. The Student Welfare Service provides assistance on financial hardship, emergency accommodation, personal and health related issues and can also assist with student advocacy needs. In addition, international students can get advice regarding study and registration changes and how this may affect their visa. The Student Welfare Service also acts as a referral service to other university services as well as external agencies.

[westernsydney.edu.au/welfare](https://westernsydney.edu.au/welfare)

### Western Success

At Western, we're here to help you discover your unique strengths. With our team of dedicated Western Success Advisers, along with a variety of student support services such as student welfare and careers support, clinics, counselling, disability services, academic and library support to help you grow in knowledge, skills and confidence.

[westernsydney.edu.au/future/student-life/western-success](https://westernsydney.edu.au/future/student-life/western-success)

### PREPARATION WORKSHOPS

To support you in adjusting to a university learning environment, new international students are invited and encouraged to attend the free, pre-session workshops which are especially designed for international students.

These workshops will assist you in your transition to the Australian university setting, giving you valuable information and hands-on practical experience of:

- Australian academic culture
- class participation and working in groups
- time and stress management
- forms of assessment
- assignment preparation
- academic writing
- rules of plagiarism.

For more information, visit [westernsydney.edu.au/workshops](https://westernsydney.edu.au/workshops)





# HELPFUL LINKS

## International Admissions

**Western Sydney University undergraduate and postgraduate programs and Western Sydney University The College programs**

(Sydney Olympic Park, Bankstown, Penrith and Nirimba campuses)

+61 2 9685 9280

**International Admissions Enquiry**  
[westernsydney.edu.au/apply](https://westernsydney.edu.au/apply)

**Western Sydney University International College programs**

(Parramatta City campus) +61 2 9685 9860  
[mypathway@westernsydney.edu.au](mailto:mypathway@westernsydney.edu.au)

**Western Sydney International**

[westernsydney.edu.au/international](https://westernsydney.edu.au/international)

**The College Pathways Program**

[westernsydney.edu.au/thecollege](https://westernsydney.edu.au/thecollege)

**International College Pathways Program**

[internationalcollege.westernsydney.edu.au](https://internationalcollege.westernsydney.edu.au)

**Western Sydney Campus Information**

[westernsydney.edu.au/campuses](https://westernsydney.edu.au/campuses)

**On-Campus Accommodation**

[westernsydney.edu.au/accommodation](https://westernsydney.edu.au/accommodation)

**Airport Pick Up**

[westernsydney.edu.au/airportpickup](https://westernsydney.edu.au/airportpickup)

**Student Support**

[westernsydney.edu.au/internationalstudentsupport](https://westernsydney.edu.au/internationalstudentsupport)

**Student Services Hub**

+61 2 9852 5656 (from overseas)  
1300 668 370 (within Australia)  
[studenthub@westernsydney.edu.au](mailto:studenthub@westernsydney.edu.au)  
[westernsydney.edu.au/studentcentral](https://westernsydney.edu.au/studentcentral)

**Public Transport Information**

[131500.com.au](https://131500.com.au)

**Careers**

[westernsydney.edu.au/careers](https://westernsydney.edu.au/careers)

**Have fun – trips and tours**

[westernsydney.edu.au/westernlife](https://westernsydney.edu.au/westernlife)

**Getting to Uni**

[westernsydney.edu.au/gettingtouni](https://westernsydney.edu.au/gettingtouni)

**Safety**

[westernsydney.edu.au/internationalsafety](https://westernsydney.edu.au/internationalsafety)

**Prepare to Arrive**

[westernsydney.edu.au/international/arriving](https://westernsydney.edu.au/international/arriving)

**Study and Life**

[westernsydney.edu.au/international/life-at-western](https://westernsydney.edu.au/international/life-at-western)

**Working in Australia**

[westernsydney.edu.au/workinginaustralia](https://westernsydney.edu.au/workinginaustralia)

**Education Services for Overseas Students**

[westernsydney.edu.au/esos](https://westernsydney.edu.au/esos)

**Visa Conditions**

[westernsydney.edu.au/studentvisa](https://westernsydney.edu.au/studentvisa)

**Overseas Student Health Cover**

[westernsydney.edu.au/international/healthcover](https://westernsydney.edu.au/international/healthcover)

**Living Costs**

[westernsydney.edu.au/international/costofliving](https://westernsydney.edu.au/international/costofliving)



**NOTE:** Western Sydney University is a multi-campus institution. The University reserves the right to alter the location of its programs between campuses and other locations as necessary. Students should be aware of the possibility of change of location for the whole or part of a program for which they enrol and should plan for the need to travel between campuses.

Western Sydney University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Provider Number 00917K.

Western Sydney University Enterprises Pty Ltd, trading as Western Sydney University The College, is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Provider Number 02851G. It is a wholly owned entity of Western Sydney University.

The programs offered at ATMC – Melbourne are delivered on behalf of Western Sydney University by ATMC.

The programs offered at Western Sydney University, Sydney City Campus are delivered on behalf of Western Sydney University by SIBT (CRICOS 01576G). For more information, please visit [westernsydney.edu.au/city/about/western](https://westernsydney.edu.au/city/about/western)

CRICOS Provider Code: 03663C

The Academic Pathways Program is delivered by Western Sydney University International College and Western Sydney University The College under arrangement with Western Sydney University.

# INTERNATIONAL FEES & REFUND AGREEMENT

Effective April 2024

## PART 1 – SCOPE, PURPOSE AND DEFINITIONS

### SCOPE AND PURPOSE

1. The terms and conditions of this Agreement apply to all international students who accept an offer of enrolment to a program of study registered by Western Sydney University (the University) in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
2. This Agreement applies to:
  - programs registered with CRICOS by the University (CRICOS provider number 00917K) and which are delivered by the University or its partner institutions.
  - preliminary programs (ELICOS, Foundation or Diploma program) packaged with principal programs registered under 00917K.
- 2.1 This agreement does not apply to students who accept a standalone (non-packaged) English language program offered by Western Sydney University The College (CRICOS 02851G). Please refer to the English Language Programs Cancellation and Refund Agreement for the terms and conditions of the English language program.
3. This Agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws (ESOS National Code 2018, Standard 3.4.5) as well as your right to pursue other legal remedies.
4. This Agreement should be read in conjunction with:
  - 4.1 ESOS Legislative Framework and the Education Services for Overseas Students (Calculation of Refund) Specification 2014 legislative instrument;
  - 4.2 The following University policies (see the University's View Policies A - Z to view or download):
    - Admissions Policy;
    - Enrolment Policy;
    - Student Fees Policy; and
    - Progression and Unsatisfactory Academic Progress Policy.
5. This Agreement is provided in accordance with the ESOS Act and the ESOS National Code. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the Australian Consumer Law applies.

### DEFINITIONS

For the purpose of this Agreement, the following definitions apply:

<b>Agreed starting day</b>	The first day of a program shown on the CoE. The first day of any subsequent teaching session. If a student is unable to start on the agreed starting day due to circumstances beyond their control and notify the University in writing, a new agreed starting day may be negotiated. The University will inform the student in writing of a new agreed starting day in such circumstances. <b>NB:</b> This definition is the equivalent to the "agreed starting day" for the purpose of the ESOS Act.
<b>Census date</b>	The official deadline for finalising enrolment for the teaching session. The census dates for all teaching sessions are available at the University's <a href="#">Important Dates webpages</a> .
<b>Commencing student</b>	A student intending to enrol in a program at the University in their first teaching session.
<b>Confirmation of Enrolment (CoE)</b>	The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Immigration will issue a student visa. The CoE contains information about the Provider, agent (if involved), program and duration of study in which the student has enrolled.
<b>Continuing student</b>	A student enrolled in a program at the University who has completed at least one teaching session of study in a full time study load (or approved reduced study load), and who is eligible to continue into a subsequent teaching session and who meets the enrolment requirements of clause 16 of the Enrolment Policy.
<b>Commencement date</b>	The agreed start day of a program or session. The day when the program of study starts as identified as the "proposed start date" on your CoE. The dates for all teaching sessions are available at the University's <a href="#">Important Dates webpages</a> .
<b>CRICOS</b>	The Commonwealth Register of Institutions and Courses for Overseas Students.
<b>Deferment</b>	An Agreement between the student and the University permitting the student to commence a program of study after the date shown on the original CoE.
<b>Due date</b>	The date that international fees are due to be paid. For each study session this is the advertised commencement date of the session. For a program, the due date is the proposed starting date shown on the CoE.



<b>ESOS Act</b>	Education Service for Overseas Students Act 2000 (Cth).
<b>Exceptional circumstances</b>	Circumstances that involve something exceptional, compelling or compassionate that has affected a student and the cause of which was outside the student's control.
<b>Full-time study load</b>	Unless otherwise specified, 0.5 Equivalent Full-Time Student Load (EFTSL) or 40 Credit Points of study in a half calendar year or 20 credit points in a Quarter or an Equivalent Full-Time Student Load at a partner institution.
<b>International Student</b>	An international student means a student who is not: → An Australian citizen; → A New Zealand citizen; → The holder of an Australian Permanent Resident Visa; or → The holder of a permanent humanitarian visa.
<b>Letter of Offer</b>	A letter or email issued by the University which sets out the offer being made to a student, including but is not limited to an Offer of Admission, a Package Offer of Admission, or a Conditional Offer of Admission.
<b>Non-packaged student</b>	A student undertaking a stand-alone University program of study that is not part of a pathways package approved by the University.
<b>OSHC</b>	Overseas Student Health Cover.
<b>Packaged student</b>	A student who has accepted a Package Offer of Admission to undertake up to three preliminary programs packaged with a principal University program of study.
<b>Partner institutions</b>	A Partner Institution includes the following: → Western Sydney University The College (CRICOS 02851G) → Western Sydney University International College (CRICOS 03663C), → Sydney Institute of Business and Technology (SIBT) CRICOS 01576G for programs offered at Western Sydney University, Sydney City Campus. → Australian Technical and Management College (ATMC) – Melbourne
<b>Preliminary program(s)</b>	Programs undertaken by packaged students which are prerequisites to the principal program at the University, such as ELICOS, Foundation or Diploma program. A separate CoE is provided for each preliminary program.
<b>Principal program</b>	The main program of study at the University for a packaged student; the program for which the student visa is issued.
<b>Re-enrolment</b>	A process undertaken by continuing students prior to each teaching session which involves selecting subjects of study and paying tuition fees.
<b>Release</b>	Release is permission by the university for a student visa holder to transfer to another education provider before the end of the first six months of the principal program. Release can be granted only in limited circumstances as explained by Standard 7 of the ESOS National Code.

<b>Student default</b>	A student default occurs in relation to a program in the circumstances set out in section 47A(1) of the ESOS Act, including where: → The student fails to start the program during the agreed starting period; → The student withdraws from the program either before or after the agreed starting period; → The University refuses to provide the program to the student because: - The student failed to pay tuition fees as directed by the University; - The student breached a visa condition; or - The student is suspended, excluded or expelled from the University following a finding of misconduct.  It is noted that “agreed starting period” in this Agreement is the equivalent to “agreed starting day” under the ESOS Act.
<b>Teaching session</b>	A specified period of teaching for subjects in a program set by the University. Teaching sessions will vary between programs of study. The dates for all teaching sessions are available at the University's <a href="#">Important Dates webpages</a> .
<b>Tuition fees</b>	Fees received by the University: → Either directly or indirectly from a commencing student or continuing student; → From another person who pays the money on behalf of a commencing student or continuing student that are directly related to the provision of a program that the University is providing, or offering to provide, to the student, including any amount paid to the University in order to undertake the program.  <b>NB:</b> This definition is the equivalent to section 7 of the ESOS Act and clause 7 of the ESOS Regulations 2019.
<b>Tuition Protection Service</b>	An initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their program of study, in effect from 1 July 2012.
<b>University default</b>	A University default occurs in relation to a program in the circumstances set out in section 46A(1) of the ESOS Act, including where: → The University fails to provide the program to the student at the location at the commencement date; or → After the program starts but before it is completed, the program ceases to be provided to the student at the location and the student has not withdrawn from the program before the date of the University default.  It is noted that “agreed starting period” in this Agreement is the equivalent to the “agreed starting day” under the ESOS Act.
<b>Unused tuition fees</b>	Tuition fees paid for study periods when no education was consumed.

## Part 2 – ENROLMENT AND FEES

### ENROLMENT CONDITIONS

6. As a condition of your enrolment at the University, you agree to:
- 6.1 Pay all your tuition fees in accordance with this Agreement or as directed by the University to maintain your enrolment and CoE. You are responsible for keeping a copy of receipts of any payments of tuition fees or non-tuition fees.
  - 6.2 Complete your enrolment by the agreed starting day for each of your sessions. You acknowledge that if you fail to do so, the University is required by law to notify Immigration by cancelling your CoE. This may lead to the cancellation of your student visa.
  - 6.3 Commence your program of study on the commencement date set out in your Letter of Offer and CoE. You acknowledge that if you fail to do so and have not been approved for a deferment of your program of study:
    - your offer of admission will lapse;
    - your CoE will be cancelled;
    - you may be required to lodge a new application for admission to the University; and
    - you may incur additional fees.
  - 6.4 Apply to International Admissions in writing no later than the agreed start date shown on your offer letter and CoE if you wish to defer your studies and provide evidence of compelling or compassionate grounds for the deferral ([National Code Standard 9](#)). In these circumstances, you agree to follow the procedure prescribed in the University's Enrolment Policy and Admissions Policy. Note: some quota programs prohibit deferment, in which case you will need to apply and be assessed again for admission in the next available study period. Consult the [online handbook](#) for your program.
  - 6.5 Ensure that your study load in every teaching session will enable you to complete your program of study within your current visa period.
    - a) If you enrol in less than a full-time study load you will have to seek approval for the reduced study load – see "[Completion within allowable time period – student visa holders](#)".
    - b) If you enrol in and pay for a subject but then withdraw from it without approval the unused tuition fees will not be refundable if you subsequently resign from your program.
    - c) If you withdraw from a subject you have already paid for with the University's approval, the unused tuition fees will be held in credit until the next study session and will not be refunded unless you resign from the program.
    - d) If you defer your program or take a leave of absence from a subject you have already paid for with the University's approval, the unused tuition fees will be held in credit until the next study session and will not be refunded unless you resign from the program.
7. If you do not enrol in your compulsory study session by the agreed starting day and have not been granted deferral or leave of absence, you will be regarded as having abandoned your program. You acknowledge that in these circumstances the University will cancel your CoE without further notice. The cancellation of your CoE may lead to the cancellation of your student visa by Immigration.
- 7.1 If you are a continuing student, we will give you 20 working days' notice of our intention to cancel your enrolment and CoE for nonpayment of fees. You will be able to appeal within the 20 working day notice period.
  - 7.2 If you do not appeal and do not pay your tuition fees by the census date, your enrolment and subsequently your CoE will be cancelled. You will have to reapply to study again at the University. You will remain liable for any outstanding debt due to the University.

### FEES

8. You accept and agree that all tuition fees must be received in Australian dollars.
9. All tuition fees must be paid directly to the University. Payment methods are detailed on the University's [International Payment Methods](#) webpages.
  - 9.1 Do not pay your tuition fees to anyone other than the University.
  - 9.2 If someone other than you is paying your tuition fees, it is your responsibility to ensure they make their payment directly to the University. Otherwise, you risk being a victim of fraud and you may not be able to recover those tuition fees. If anyone asks you to pay your tuition fees to anyone other than the University, please call or email the University immediately for assistance.
10. It is your responsibility to pay your tuition fees on time in accordance with the due date set by the University.
11. The University reserves the right to increase tuition fees each year. You can view the annual international student tuition fee for each program at the [University's International fees and costs webpages](#). Tuition fees are charged at the applicable rate set for the calendar year of the program Census date.

### COMMENCING STUDENTS

12. You accept that, unless otherwise specified in your Letter of Offer, you will not receive your CoE until you have first paid to the University:
  - 12.1 the Overseas Student Health Charge (if applicable) for the duration of your student visa; and
  - 12.2 any other fees as prescribed by the University, such as fees for any preliminary program/s in a package and the Student Services & Amenities Fee (SSAF), as specified in your Letter of Offer.
13. You accept and agree that you are not eligible for a payment plan or extension of time to pay tuition fees under any circumstances.
14. If you are a packaged student, you agree to pay the University a non-refundable deposit towards your principal program as specified in your offer letter. The non-refundable deposit for your principal program shall be applied only towards your principal program of study at the University. You acknowledge that your deposit will not be refunded other than in the circumstances set out in this Agreement. The deposit must be paid before the University will issue your CoE.

**Important:** The University assesses international applicants against Genuine Student requirements as defined in Ministerial Direction 69 issued by Immigration. The University is obliged to safeguard against applicants who are not genuine and will not refund your deposit except in circumstances set out in this Agreement. You will not be eligible for a refund if you transfer to another institution without meeting the requirements of a release in accordance with Standard 7 of the National Code 2018. You acknowledge and agree that your non-refundable deposit will be credited towards your tuition fees for your principal program.

### CONTINUING STUDENTS

15. You agree that it is a condition of your continued enrolment at the University that you pay all tuition fees in full by the due date.
16. If you do not pay your tuition fees by the due date the University will cancel your enrolment, in accordance with the [Enrolment Policy's relevant clauses \(29-30\)](#), unless you apply for and are granted an extension of time to pay in accordance with the procedure set out in the [Student Fees Policy \(Part C\)](#).



## PART 3 – REFUNDS

### OVERVIEW AND PROCESS OF OBTAINING REFUNDS

17. If you are eligible for a refund of any tuition fees paid to the University under this Agreement, you may apply for a refund by completing and submitting the Request for Fee Refund - via [Western Now](#).
18. Applications for refunds are assessed strictly in accordance with the terms of this Agreement.
19. If approved, refunds are paid only for unused tuition fees,
  - 19.1 in Australian dollars.
  - 19.2 to the student who paid the tuition fees or to the person or entity, such as an official sponsor or the parent/guardian of an under-18 student, who originally paid the fees to the University. Additional information on sponsored students' fees are provided in the [Student Fees Policy](#).
20. All withdrawals from subjects and resignation from programs are subject to the prescribed University timelines and penalties. See policies on [Admissions, Enrolments and Student Fees](#).

### REFUND WHERE THE UNIVERSITY DEFAULTS OR OFFER IS WITHDRAWN

21. The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their program of study and are unable to pay a refund or secure a place at another education provider for a displaced international student. [TPS provides extensive information for international students](#).
22. In the unlikely event of a University default, or that your offer of a place is withdrawn, you are entitled to a refund of all unused tuition fees.
23. If the University offers you a place in another program of study, you may accept that offer, rather than apply for a refund.
  - 23.1 Any fees already paid including any deposit will be credited towards tuition fees payable for that other program of study.
  - 23.2 If there is a higher cost for the program in your new offer, the difference in fees must be payable by the accepting student prior to the commencement period.

### REFUND WHEN STUDENT VISA IS NOT GRANTED

24. If your student visa is refused by Immigration, the lesser of \$500 or 5% of unused tuition fees paid to the University will be retained and all other program fees will be refunded. If you have paid your OSHC directly to the University, the University will process your OSHC refund. Otherwise, you will have to claim a refund directly from your OSHC provider.
25. If (i) you withdraw your application for a student visa after you accept an offer from the University but before your student visa is granted, or (ii) you withdraw from your program of study prior to Census date with approval from the University and you hold a visa that is not facilitated by the University, or you request a voluntary student visa cancellation from Immigration and your request is granted, you may apply for a refund of all tuition fees paid. The University is entitled to withhold the lesser of \$500 or 5% of prepaid fees as an administration fee for processing your application. Your fees for the preliminary programs will be calculated according to the Summary of Refunds table. You will be required to provide evidence of the withdrawal of your student visa application or voluntary visa cancellation when you apply for a refund under this clause.

### REFUND WHERE STUDENT DEFAULTS

26. If you do not commence your program of study on the commencement date, and you have not previously withdrawn from your program of study with approval from the University, entitlement to a refund will be calculated in accordance with this Agreement, if you apply for one. For that purpose, the date of your inactive withdrawal will be considered to be on the day of the program commencement date.
27. If you are a packaged student and you withdraw from your program(s) of study, your entitlement to a refund is determined by the notice period you give and your visa status – see clause 12.1 and Summary of Refunds table.
28. If you are a non-packaged student with an approved student visa and you withdraw from your principal program of study before the due date of your first teaching session, you may be entitled to a refund of any unused tuition fees, except that the University will retain the non-refundable deposit of \$10,000 – see clause 12.1 and Summary of Refunds table.

### REFUND WHERE STUDENT OBTAINS PERMANENT RESIDENCY

29. If your visa status changes to Permanent Resident before the census date of a teaching session you may be entitled to a refund of fees in certain circumstances in accordance with the **Student Fees Policy, Part D**. Any entitlement to a refund will be calculated from the date that you inform the University of your change in status. Please note that if you supply your documentation after the census date the change of status to Permanent Resident will apply from the next enrolled session

### NO REFUND

30. You are not entitled to a refund of any unused tuition fees if:
  - 30.1 Immigration cancels your visa for any reason after Census date;
  - 30.2 Any documents or information submitted by you or on your behalf as part of your application for admission are found, after you accepted your offer, to be fraudulent;
  - 30.3 You are suspended, excluded or expelled from the University following a finding of misconduct;
  - 30.4 You withdraw from a program of study after the census date in any teaching session, including preliminary programs for packaged students, no refund will be given for unused tuition fees for that session. Other unused future tuition fees will be refundable in accordance with the terms of the Agreement;
  - 30.5 You withdraw from a subject of study for which tuition fees have been paid, but without approval to reduce your study load, and then subsequently withdraw from a program of study.
  - 30.6 You transfer to another institution without meeting the requirements of a release in accordance with Standard 7 of the National Code 2018.
31. Packaged students are not entitled to claim a refund for the nonrefundable deposit paid towards their principal program in the package except as set out in this Agreement – see clause 12.1.

## UNUSED TUITION FEES

- 32.** You may be entitled to a refund of any unused portion of paid tuition fees if:
- 32.1** upon completion of the requirements of your program of study, you have a credit balance of tuition fees; or
  - 32.2** you fail to meet the University's academic progression rules and are subsequently excluded from your program of study.
  - 32.3** you are a continuing student and you withdraw before the Census date, unused fees will remain in your student account to be credited against subsequent enrolment sessions, unless you subsequently withdraw from your program of study - see clause 35.
- 33.** If you withdraw from a subject of study with the University's approval, any portion of unused paid tuition fees will be credited towards another subject of study available in the same program.
- 34.** If you withdraw from your program of study, you will only be entitled to a refund for subjects where you first obtained approval to reduce your study load before withdrawing from the subject of study to which the credit applies.
- 35.** If you withdraw from your program of study prior to the Census date of your second term of study (or equivalent Quarter 3 or Quarter 4 in a Quarter term program), you will only be entitled to a refund for any unused tuition fees, less a \$5,000 cancellation fee.
- 36.** If you are a packaged student and you do not successfully complete the entry requirements for the principal program of your package offer, you can apply for a deferred commencement for the next intake of the program of study. This will enable you to complete the preliminary program to satisfy the University entry requirements. You acknowledge that you cannot use the deposit applied to your principal program to cover tuition fees for preliminary programs to satisfy entry requirements. Your non-refundable deposit will be held in credit and applied towards your principal program of study unless you resign from the program. See clause 12.1, 27, 32 and Summary of Refunds table.
- 37.** Application for a refund MUST be submitted within 12 months from withdrawal date.

## REFUND OF UNUSED OSHC

- 38.** You accept and agree that after commencement of your studies you must make your own arrangements to apply for a refund of any OSHC directly with the OSHC provider.

## REFUNDS IN EXCEPTIONAL CIRCUMSTANCES

- 39.** The University may consider an application for a refund in circumstances other than those set out in this Agreement only if you can demonstrate and provide evidence of compassionate or compelling circumstances beyond your control.
- 40.** The University reserves the right to require you to comply with its reasonable requests in relation to the provision of sufficient evidence to demonstrate exceptional circumstances. This may include, but is not limited to, documentation from a medical practitioner, counsellor or other health professional.
- 41.** If your application for a refund in exceptional circumstances is refused, you may apply for a review of that decision to the Pro-Vice Chancellor (International) or their nominee within 20 working days of the notification of the decision.



## SUMMARY OF REFUNDS OF TUITION FEES

(Refund Agreement clause reference in brackets)

COMMENCING STUDENTS			
Pre-commencement		Non-refundable amount	
Notice of Resignation or Withdrawal	Visa Status	Principal program	Preliminary program (packaged with a Principal program)
Before commencement program date	Student visa application is refused (24)	The lesser of \$500 or 5% of tuition fees paid towards the principal program	All pre-paid fees are refunded.
Notice of more than 4 weeks before commencement program date	Student visa has not been granted (25) or	The lesser of \$500 or 5% of tuition fees paid towards the principal program	30% of preliminary program Fees
	Student is holding a visa not facilitated via a CoE issued by the University (25)		
	Student visa has been granted using a CoE issued by the University (27, 28)	\$10,000 non-refundable deposit (28) Non-refundable deposit specified on offer letter will be retained (27)	
Notice of less than 4 weeks before commencement program date	Student visa has not been granted (25) or	The lesser of \$500 or 5% of tuition fees paid towards the principal program	60% of preliminary program tuition fees
	Student visa application withdrawn before the visa is granted (25) or		
	Student is holding a visa not facilitated via a CoE issued by the University (25)		
	Student visa has been granted using a CoE issued by the University (27, 28)	\$10,000 non-refundable deposit (28) Non-refundable deposit specified on offer letter will be retained (27)	
Admission was obtained based on fraudulent or misleading documents or information	All visa status (30.2)	All pre-paid fees are retained	All pre-paid fees are retained
POST-COMMENCEMENT		Non-refundable amount	
Notice of Resignation or withdrawal	Visa Status	Principal program	Preliminary program (packaged with a Principal program)
After the commencement date but before the Census date	Student visa has not been granted (25) or	The lesser of \$500 or 5% of tuition fees paid towards the principal program	75% of preliminary program tuition fees
	Student visa application withdrawn before the visa is granted (25) or		
	Student is holding a visa not facilitated via a CoE issued by the University (25)		
	Student visa has been granted using a CoE issued by the University (27, 28)	\$10,000 non-refundable deposit (28) Non-refundable deposit specified on offer letter will be retained (27)	
	Resignation based on withdrawal from less than full time load enrolment without approval (6.5.b)	All unused tuition fees retained	N/A

<b>CONTINUING STUDENTS</b>	
<b>CONTINUING STUDENT</b>	<b>NON-REFUNDABLE AMOUNT</b>
Notice of Resignation or Withdrawal	
Prior to the Census date of the third or subsequent study session of a program (or equivalent fifth or subsequent Quarter term) (32.3)	All unused fees are refunded
After the census date of a program (30.4)	All fees for that study session are retained
Student visa is cancelled (30.1)	All fees are retained
Student is excluded by the University (30.3)	All fees are retained
Fees in credit after program completion (32.1)	All unused fees are refunded
Student transfers to another institution without an approved release (30.6)	All fees are retained
Prior to the Census date of the second term of study (or equivalent Quarter 3 or Quarter 4 in a Quarter term program) (35)	\$5,000 cancellation fee

**CONTACT INFORMATION**

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**ADMISSION ENQUIRIES**

International Admissions Enquiry

Western Sydney University  
CRICOS Provider 00917K

March 2024



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