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ORIGINAL CAMPUS

INTERNATIONAL STUDENT PROSPECTUS





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PRE-ENROLMENT INFORMATION

Original Campus has developed this prospectus to ensure you have the following information prior to making the decision to enrol.

Prospectus Information

SECTION 1

Enrolment Procedure

This section describes how to enrol in the qualification.

SECTION 2

Entry requirements

This section describes the requirements for acceptance into the course and includes:

- English language proficiency
 - Academic
 - Requirements.

SECTION 3

Course requirements

This section provides an overview of the qualification delivered including:

- Course overview - qualification offered
- Program delivery – including duration, modes of study and assessment methods.
- Campus locations and a general description of facilities, equipment and learning; and available library resources
 - Class Allocations
 - Enrolment transfers

SECTION 4

Fees

This section provides details relating to course-related fees and includes:

- Indicative fees
- Fee due dates
- Penalties
- Advice on the potential for fees to change during the student's course.

SECTION 5

Refunds

This section provides information relating to the refund policy and includes:

- Refund policies
- Refund procedure
- Deferring, suspension or cancellation of enrolment.

SECTION 6

The ESOS Framework

This section provides a description of the Education Services for Overseas Students Act 2000 ESOS.

SECTION 7

Living in Australia

This section provides information on living in Australia and includes:

- Indicative costs of living
- Accommodation options.



1. ENROLMENT PROCEDURE

1.1 International Student Enrolment Procedure

As a student at Original Campus, you are able to enrol in the Diploma of Business (BSB50215 – Entrepreneur/Originator programs) in one of 4 intakes per year. The Diploma of Leadership (Leader program) has a monthly intake.

You are encouraged to apply for enrolment as early as possible to allow for the time it takes to process your student visa. You should apply well before the intake commences to ensure the best opportunity of placement (the duration of this process depends on the country you apply from).

Early application is recommended to ensure places are available.

Please note intakes are subject to change so please enquire with our admission team for detailed information.

1.2 How to apply

Applications for admission by international students must be made using the student enrolment form. Enrolment forms are available upon request.

Students must complete the student enrolment form and send the completed form to the institute together with certified copies of the following:

Passport

IELTS score of 5.5 or equivalent

Evidence to show they have attained Year 11 or equivalent or Certificate IV in Vocational

Approximate term starting dates*

Term 1

January

Term 2

April

Term 3

July

Term 4

October

*Please contact Original Campus as intake dates may change.

Completed student enrolment forms will be processed by the institute and the application assessed based on the information supplied. Original Campus may request that the student provides a statement of purpose as to why they have selected the course of study. The institute may also request an interview with the applicant.

The participants for each program offered by the institute will be selected in a manner that reflects access and equity principles. You may speak to our staff or visit our website for more details.

Once your application to study at Original Campus is approved you will be sent a Letter of Offer and Acceptance. The Letter of Offer and Acceptance will detail how to make your initial payment. Under the National Code 2018. International students are required to sign the Letter of Offer and Acceptance and keep a copy for their records.



1.3 Formalisation of Enrolment

Letter of Offer and Acceptance

The student agreement Original campus provides will, in plain English:

- Outline the course or courses in which you are to be enrolled and any conditions on your enrolment.
- The expected course start date
- The location at which the course will be delivered.
- The modes of study for the course, including compulsory online and/or work-based training, placements and/or other community-based learning and/or collaborative research training arrangements.
- Outline the pre-requisites necessary to enter the course(s), including English language requirements
- Provide an itemised list of course money payable by the student and the periods to which tuition fees relate.
- That you may choose to pay more than 50% of fees before their course commencement.
- Provide details of any non-tuition fees you may incur, including as a result of having your study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply.

- Outline the complaints and appeals process.
- Set out the circumstances in which your personal information may be shared between the registered provider and the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- Advise the student of their obligation to notify the registered provider of a change of address, mobile number, email address and who to contact in an emergency while enrolled in the course and to keep a copy of the written agreement and receipts of payment.

Unique Student Identifier (USI)

www.usi.gov.au

All students undertaking a nationally recognised vocational training program are required to have a USI. You can apply for a USI directly or request that the college apply for a USI on your behalf.





2. ENTRY REQUIREMENTS

2.1 English Language Proficiency



As a student, you need to know that all classes at Original Campus are conducted in English. In addition, many courses include complex terminology which are demanding even for fluent English speakers. Students from non-English speaking backgrounds are required to show evidence that they will be able to successfully complete their course.

In receiving an enrolment enquiry or application Original Campus shall enquire and assess whether your English language proficiency is appropriate for the course for which enrolment is sought. If the student has an IELTS score of 5.5 or equivalent* the applicant will be admitted to his/her chosen course**. To ensure that the English test score is current, the English test must have been taken either within two years before the application is made or within two years before the grant of the visa.



You will be required to meet a **minimum IELTS score of 5.5** or equivalent.

*Equivalent tests include:

- Upper Intermediate Certificate or higher
- Certificate IV level or higher qualification in Australia
- IELTS 5.5
- Original Campus English Test
- TOEFL (Paper based) 527
- TOEFL (Internet based) 46
- Cambridge English: Advanced (CAE) 162
- Pearson Test of English Academic 42

If an applicant cannot produce a satisfactory IELTS score or equivalent, and there are doubts about English language skills to cope in an academic environment, the applicant will be advised to enrol in an English course at an ELICOS provider for an appropriate duration until the student achieves an IELTS score of 5.5 or equivalent.

2.2 Academic Requirements

Applicants must demonstrate to Original Campus that they have completed Year 11 or equivalent or Certificate IV in Vocational Education, prior to enrolment.

*Determination of equivalency can be made via the Victorian Curriculum and Assessment Authority

<http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalals/equiv-yr11.aspx>



2.3 Technology Requirements

Applicants are required to bring their own laptop or tablet that is able to be connected to the internet to participate in Original Campus courses.

This qualification requires an intermediate understanding in the use of computers, the internet and technology skills, which include using Word, Excel or similar software to:

- Prepare written and graphic reports
- Develop professional development plan
- Develop Marketing plans and strategies
- Develop Sales plan
- Design, monitor and manage projects

3. COURSE INFORMATION

3.1 BSB50215 Diploma of Business: Overview

This program is targeted at aspiring entrepreneurs who are looking for guidance and support to make their 'great idea' a reality. Our 12 month practical course takes the student through the essential learning required to start and grow a business; their own purpose-driven business.

The student will begin by identifying their personal goals, vision and business idea. In addition to reviewing the basic principles of entrepreneurship, the course will guide the student through the process of actively validating their idea in the market. They will research and test different parts of their business idea by interacting with potential customers, business mentors (as directed) and their peers.

Students may be asked to participate in a basic computer literacy test to ensure they have the technical skills to participate in the course.

In the event students do not have the technical skills to participate fully, Original Campus will recommend a suitable course in using appropriate software.



The student will also learn how to develop a sales plan, e-marketing strategies, innovation and leadership strategies, finances as well as pitch their idea. By the end of the course the student should have the skills and a validated business idea that they can start instantaneously.





Program Delivery and Assessment

BSB50215 Diploma of Business involves a variation of classroom based learning, collaboration with their peers and self-paced learning. Students are required to bring their own laptop or tablet that is able to be connected to the internet.

The course duration is 52 weeks including 10 weeks holiday. As a student, you are required to:

- Attend scheduled structured training for a minimum 16 hours per week
- Undertake self-paced activities and research for 4 hours per week
- Allocate additional time completing assessment tasks approx. 10 hours per week

Training Session – Trainers will deliver planned training sessions which are aimed to give you the knowledge and skills required for each unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaboration – Your trainer will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the Training session sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

Self-Paced learning – Activities are provided to students, within the learning material, which help to develop the knowledge and skills to be able to complete assessments successfully.

Assessment – Students are required to commit to completing assessments in their own time. Assessment methods are based upon a combination of:

- Case studies
- Role-plays
- Knowledge questions
- Projects
- Presentations and observations

UNIT CODE	UNIT TITLE
BSBWOR501	Manage Personal Work Priorities
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG510	Plan e-marketing communications
BSBSLS501	Develop a Sales Plan
BSBINN502	Build and sustain an innovative work environment
BSBSMB402	Plan small business finances
BSBPMG522	Undertake Project Work



3.2 BSB51918 Diploma of Leadership and Management: Overview



The Leadership program has been designed for aspiring entrepreneurs who are required to effectively manage and lead a team.

Program Delivery and Assessment

BSB51918 Diploma of Leadership and Management involves a variation of classroom based learning, collaboration with peers and self-paced learning. Students are required to bring their own laptop that is able to be connected to the internet.

The course duration is 52 weeks including 10 weeks holiday. As a student, you are required to:

- Attend scheduled structured training for a minimum 16 hours per week
- Undertake self-paced activities and research for 4 hours per week.
- Allocate additional time spent completing assessment tasks approx. 10 hours per week

In this course, the students will begin by learning how to establish habits and skills for long-term personal development. They will experiment with different management styles, learn how to get the right people to participate, set and assess KPI's, evaluate risks and communicate their vision.

They will also learn to manage projects and overall strategy as they acquire a deep understanding of what it takes to make a venture succeed.

Finally, we will aim to cultivate the best kind of leader by teaching students how to lead with influence, encourage innovative growth and develop an inclusive environment that embraces and capitalises on all that diversity has to offer.

Training Sessions – Trainers will deliver planned training sessions which are aimed to give you the knowledge and skills required for each unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaboration – Your trainer will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the Training session sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.



Self-Paced learning – Activities are provided to students within the learning material which help to develop the knowledge and skills to be able to complete assessments successfully.

Assessment – Students are required to commit to completing assessments in their own time

Assessment methods are based upon a combination of:

- Case studies and role-plays
- Knowledge questions
- Projects
- Presentations and observations

UNIT CODE	UNIT TITLE
BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBLDR511	Develop and Use Emotional Intelligence
BSBLDR513	Communicate With Influence
BSBLDR504	Implement Diversity in the Workplace
BSBHRM506	Manage Recruitment, Selection and Induction Process
BSBWOR502	Lead and Manage Team Effectiveness
BSBLDR502	Lead and Manage Effective Workplace Relationships
BSBMGT502	Manage People Performance
BSBCUS501	Manage Quality Customer Service
BSBMGT517	Manage Operational Plan
BSBPMG522	Undertake Project Work
BSBINN502	Build and Sustain an Innovative Work Environment

3.3 BSB50215 Diploma of Business and BSB51918 Diploma of Leadership and Management: Overview

BSB50215 Diploma of Business is targeted at aspiring entrepreneurs who are looking for guidance and support to make their 'great idea' a reality.

Our 12 month practical course takes the student through the essential learning required to start and grow a business; their own purpose-driven business.

The student will begin by identifying their personal goals, vision and business idea. In addition to reviewing the basic principles of entrepreneurship, the course will guide the student through the process of actively validating their idea in the market. They will research and test different parts of their business idea by interacting with potential customers, business mentors (as directed) and their peers.

The student will also learn how to develop a sales plan, e-marketing strategies, innovation and leadership strategies, finances as well as pitch their idea. By the end of the course the student should have the skills and a validated business idea that they can start instantaneously.





The Leadership program has been designed for aspiring entrepreneurs who are required to effectively manage and lead a team.

In this course, the students will begin by learning how to establish habits and skills for long-term personal development. They will experiment with different management styles, learn how to get the right people to participate, set and assess KPI's, evaluate risks and communicate their vision.

They will also learn to manage projects and overall strategy as they acquire a deep understanding of what it takes to make a venture succeed.

Finally, we will aim to cultivate the best kind of leader by teaching students how to lead with influence, encourage innovative growth and develop an inclusive environment that embraces and capitalises on all that diversity has to offer.

Program Delivery and Assessment

BSB50215 Diploma of Business and BSB51918 Diploma of Leadership and Management involves a variation of classroom based learning, collaboration with peers and self-paced learning. Students are required to bring their own laptop that is able to be connected to the internet.

The course duration is 93 weeks including holidays. As a student, you are required to:

- Attend scheduled structured training for a minimum 16 hours per week
- Undertake self-paced activities and research for 4 hours per week.
- Allocate additional time spent completing assessment tasks approx. 10 hours per week



Training Session– Trainers will deliver planned training sessions which are aimed to give you the knowledge and skills required for each unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

Collaboration – Your trainer will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the Training session sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

Self-Paced learning – Activities are provided to students within the learning material which help to develop the knowledge and skills to be able to complete assessments successfully.

Assessment – Students are required to commit to completing assessments in their own time. Assessment methods are based upon a combination of:

- Case studies and role-plays
- Knowledge questions
- Projects
- Presentations and observations



UNIT CODE	UNIT TITLE
BSBWOR501	Manage Personal Work Priorities and professional development
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG510	Plan e-marketing communications
BSBSLS501	Develop a Sales Plan
BSBINN502	Build and sustain an innovative work environment
BSBSMB402	Plan small business finances
BSBPMG522	Undertake Project Work
BSBLDR511	Develop and use emotional intelligence
BSBLDR513	Communicate with influence
BSBLDR504	Implement diversity in the workplace
BSBHRM506	Manage recruitment, selection and induction process
BSBWOR502	Lead and manage team effectiveness
BSBLDR502	Lead and manage effective workplace relationships
BSBMGT502	Manage people performance
BSBCUS501	Manage quality customer service
BSBMGT517	Manage operational plan
BSBADM502	Manage meetings

3.4 Recognition of Prior Learning

All students are eligible to apply for Recognition of Prior Learning (RPL). RPL is granted as a result of identifying and assessing previous and current informal education and training, work experience and/or life experience and knowledge. Previous learning and the evidence supplied is measured against pre-determined performance standards contained within the Units of Competency.

You should indicate your decision to apply for recognition as soon as possible. This can be done on enrolment or after the induction and orientation program.

3.5 Credit Transfer

Original Campus will recognise a course credit when you can demonstrate certificated verification of previously achieved recognised units of competency.

Course credits may reduce the length of your course. If this occurs before your visa is granted, Original Campus will indicate the actual course duration in the confirmation of enrolment issued for to you for that course.

If the course credit is granted after your visa is granted, the change in course duration is reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

Students are required to accept the Course Credit Outcome.



3.6 Education Agents

Where Original Campus engages an Education Agent to formally represent them, they will enter into a written agreement with the education agent ensuring that the requirements in the National Code are complied with.

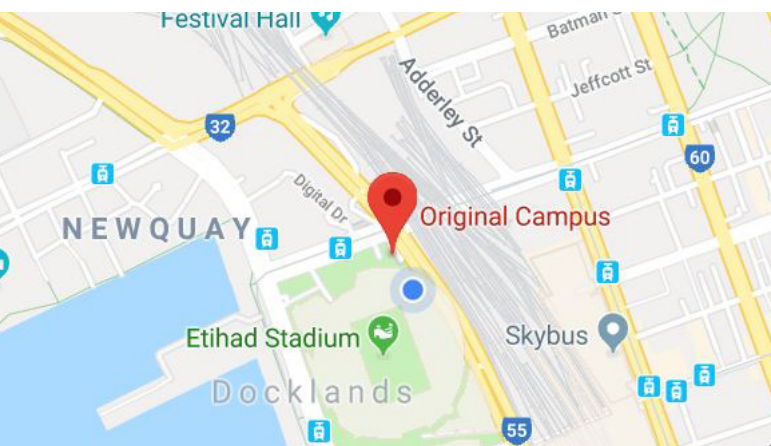
3.7 Orientation

Original Campus will conduct an orientation and induction program for all new international students prior to course commencement. The orientation and induction program will cover expectations of the training and assessment program, important policies and procedures as well as student responsibilities in meeting their visa conditions. The program will also outline the student support services and resources available to students, as well as legal and emergency services and our facilities.

3.8 Campus Location and General Facilities

Campus

Original Campus is located at 207/673 La Trobe St Docklands .



Building on the excellent multiculturalism that Melbourne boasts, you will study in a genuinely inclusive and friendly environment when you undertake your program with us. Our boutique campus provides you with exposure to real start-up environment.

Docklands, which is home to our school, is renowned as a place where entrepreneurs and start-ups thrive and has attracted many eclectic hubs and exciting new businesses to form their base here.

Our campus is also in close proximity to cafes, restaurants, shops, gym, New Quay and Etihad Stadium. You could not ask for a better location to get started in this inspiring and forward-looking city.

Transport to Original Campus:

Train	Tram
Southern Cross Station	#86, 30, 35 – Stop D1 Etihad Stadium #70, 75 – Stop D2 Central Pier
Bus	Bicycle
Buses 219 and 216- Stop police stations on Spencer Street	Storage and parking spots available on La Trobe Street or in Etihad Stadium Car Park



Facilities

Facilities at our city Docklands campus include but are not limited to:

1

Modern classroom

- Fully equipped with multimedia technology, projector, white board, tables and chairs

2

Wireless Campus – Free Wi-Fi access

3

Colour printers & photocopy machines

– available on a user-pay basis

4

Library / Study Area

– The library includes course related books / resources and area to study

7

LMS Access

– Learner Management System is available to all students to access courses

8

Restrooms

5

Student kitchen area

with microwave and coffee machine board, tables and chairs

6

Lounge – Student lounge

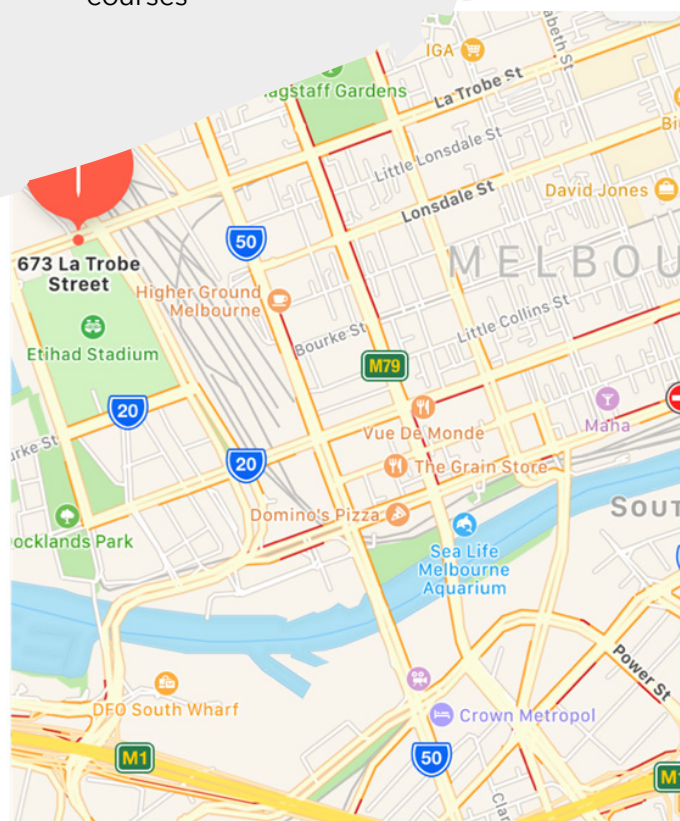
available for collaboration and relaxation during breaks

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Local Area: Docklands

Docklands is a short 2km from the Melbourne central business district (CBD) in Victoria, Australia.

- A. Etihad Stadium
- B. Emporium
- C. Southern Cross Station
- D. Bourke Street Mall
- E. Flagstaff Station
- F. IGA Supermarket
- G. South Wharf Shopping centre including restaurants



For more information about Docklands go to https://en.wikipedia.org/wiki/Docklands,_Victoria



3.9 Class Allocations

At its discretion, Original Campus will allocate students to classes from term to term. Students accept their allocated classes based on their schedule. Original Campus will not allow students to change/choose classes.

3.10 Enrolment Transfer

Requests from students for a transfer between registered providers can be made after the first six months of study. On receipt of an application for transfer of enrolment (Transfer Request Form) the RTO Operations Manager shall ensure that you have completed at least six months of your principal course.

3.11 Consumer Guarantee

Original Campus guarantees that the services provided by Original Campus will be:

- Provided with due care and skill
- Fit for any specified purpose (express or implied)
- Provided within a reasonable time (when no timeframe is set for the training).

The Letter of Offer and Acceptance states the commencement and completion dates. If the Letter of Offer and Acceptance does not include the dates, i.e. for RPL, Original Campus guarantees to deliver the training and assessment within a reasonable timeframe. What is 'reasonable' will depend on the nature of the training and other relevant factors such as the students' ability to complete the training and assessment.

What happens if this guarantee is not met?

In the first instance, the student should submit a complaint to Original Campus identifying where Original Campus has not met its requirements against the Consumer Guarantee. Please refer to the Complaints and Appeals policy for how to submit a complaint.

If a student believes that Original Campus has failed to meet one or more of the consumer guarantees, he/she is entitled to a remedy – for example, a refund, a further service to rectify the problem and in some circumstances compensation for consequential loss. In line with the Complaints and Appeals process, Original Campus will provide the appropriate remedy.

If the problem is minor and can be fixed, Original Campus will choose how to fix the problem.





3.12 Protection for Overseas Students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at www.cricos.education.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. In 2011, changes to the Education Services for Overseas Students (ESOS) Act further strengthened protections for international students through the introduction of the Tuition Protection Service (TPS).

Tuition Protection Service (TPS)

www.tps.gov.au

<https://tps.gov.au/StaticContent/Get/StudentInformation>

The TPS is a government initiative protecting international students in the event that an education provider is unable to fulfil their obligation to deliver the agreed course of study. The TPS ensures that international students are able to complete their studies in another course or at another education provider, or that they get a refund of their unspent tuition fees.

4. FEES

4.1 Indicative Fees

Original Campus cannot accept course money from you until you have signed or otherwise accepted the Letter of Offer and Acceptance

BSB50215	DIPLOMA OF BUSINESS
Course CRICOS code:	096919C
Duration:	40 weeks or 52 weeks with holidays
Commencement date:	To be confirmed
Completion date:	To be confirmed
Course money:	The course monies paid for this course are:
ENROLMENT FEE:	A\$200 (Paid on application)
TUITION FEE:	A\$8.800
RESOURCES FEE:	A\$300 (Paid on application)
OVERSEAS STUDENT HEALTH COVER FEE:	A\$655 (Indicative price only) paid directly to provider prior to entry into Australia.
Total:	AUD\$9,955



BSB50218 DIPLOMA OF LEADERSHIP AND MANAGEMENT	
Course CRICOS code:	098923B
Duration:	40 weeks or 52 weeks with holidays
Commencement date:	To be confirmed
Completion date:	To be confirmed
Course money:	The course monies paid for this course are:
ENROLMENT FEE:	A\$200 (Paid on application)
TUITION FEE:	A\$8,800
RESOURCES FEE:	A\$300 (Paid on application)
OVERSEAS STUDENT HEALTH COVER FEE:	A\$655 (Indicative price only) paid directly to provider prior to entry into Australia.
Total:	AUD\$9,955

4.2 Fee Due Dates

Original campus accept payment of course tuition fees for the term on enrolment. Further payments are made prior to the commencement of each term. You may choose to pay full fees if you wish to, however you are not required to pay more than 50 percent up front.

Unless stated otherwise in your letter of offer and acceptance, each term's fees are due no later than 2 weeks before the starting date of each term. For clarity:

- The starting date of each term is the first day of term as published and not the first day of class that may be later than this date.

- The cut-off date is 2 weeks prior to the start of term; this is the final date for the payment of the first term fees. Fees must be paid on or before this date.
- Please note: Your letter of offer and acceptance will clearly outline the due date of course fees.
- If your fees are not paid in full by the cut-off date, the following will apply:
- Original Campus automatically assumes you no longer wish to study with us and will suspend enrolment until you have taken action to either:
 - » Pay your fees (including any late fees)
 - » Enter an appeal within 20 days of receiving notification of non-payment of fees, where Original Campus will maintain your enrolment during the 20-day appeals process.



- » You have a 20-day period to enter an appeal against a decision made by the provider. Original Campus maintains your enrolment during this time.
- » If you take no action, Original Campus will report you to Department of Immigration and Border Protection (DIBP) via Provider Registration and International Student Management System (PRISMS) for non-payment of tuition fees. This will cancel a Confirmation of Enrolment and could affect your visa.

4.3 Penalty Fees

Penalty fees for late payments

To continue with studies, tuition fees must be paid. Penalty fees are incurred for late payment, these will also be due. As a student, if you wish to continue studying, you will need to pay the full term's tuition fees plus a penalty fee of \$150.

You have 20 days, from the date of being notified that your fees are late, to make the tuition fee payment. Thereafter, Original Campus considers that you no longer wish to study with us and will report you to DIBP via PRISMS for non-payment of tuition fees. This will cancel a Confirmation of Enrolment and could affect your visa.



Other fees:

Recognition of Prior learning. This cost is per unit.	\$100
Re-assessment (observation)*	\$220
Re-assessment (written task)*	\$100
Re-issue certificate	\$110
Repeat of entire unit	\$1.100
Course Extension (10 weeks)	\$1.650
Late Payment of Tuition Fees	\$150
Change of enrolment	\$100
Re-issue of student card	\$7

*Students will be provided with opportunity to re-submit assessments twice before a fee will be charged for re-assessments.

Fees are correct at time of publishing, and may vary at any time without prior notice. Please confirm the fees information with the college before making any commitments.



5. REFUNDS

5.1 Refunds for International Students

Refund of monies paid to Original Campus will be granted under the following circumstances in compliance with the Regulations stated in the ESOS (Education Services for Overseas Students) Act set by the Department of Immigration and Border Protection.

5.2 Refund Policy

This refund policy is provided in full to all students prior to any payment being made and is contained in the Formal Student Agreement Contract. This refund policy applies to all prepaid fees paid to the Institute and includes any money paid to an Education Agent to be remitted to the Institute. All fees should be paid directly to Original campus. Any additional fees requested by an agent should firstly be queried directly with the Institute before payment.

Please note: Fees for additional services (not covered by the Letter of Offer and Acceptance) and conducted by and paid to Education Agents by students are not covered by this refund policy.

The Application for Enrolment fee, currently \$200, is a non-refundable administration fee. The Resource Fee, currently \$300, is non-refundable. It is the policy of Original campus to ensure that all applications for refund of fees are considered.

A full refund of all unused tuition fees will be made if a CRICOS course is cancelled by Original campus for any reason. In this instance, a refund will be made in 2 weeks.

An application for refund of course fees must be made in writing on the Application for Refund Form to Original campus stating detailed reasons for the request. Any relevant evidence should also be attached for consideration.

Please note: Special consideration may be given to the refund of fees in extenuating circumstances (compassionate/compelling), following a written application to the CEO.

We will not issue refunds under other circumstances including but not limited to:

- Changes occur in student work hours, student changes/leaves work;
- It becomes inconvenient for a student to travel to class;
- A student moves to a different location;
- A student enrolment is cancelled for misbehaviour/breach of the Institute Code of Behaviour, legislation or visa conditions.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to Original campus with the Medical Certificate deemed by Original campus as acceptable for the purposes of the student's ability to complete their course/s. Original campus will notify students of the outcome of the application for refund within 20 working days of receipt of a completed and signed application for refund and applicable evidence.

Refunds will be paid within 4 weeks after receipt of a written application for refund unless stated otherwise in this policy.



Refunds will be paid directly to the person who entered into the contract with Original campus unless we receive written direction to pay someone else from the applicant. Refunds will be paid in Australian dollars (AUD).

All bank fees/charges incurred in issuing the refund will be deducted from the refund amount.

Students are not permitted to transfer course fees to another student.

Students are obligated to pay outstanding course fees and understand Original campus will pursue outstanding fees under Australian Law.

Original campus will not issue a Letter of Release if fees are owed for the current study period.

The agreement, and the availability of complaints and appeals process, does not remove the right of a student to take action under Australia's consumer protection laws. Students are obligated to pay outstanding course fees and understand Original campus will pursue outstanding fees under Australian Law.

The below table outlines the refunds that Original campus will pay on application from eligible students.

Refund Table

Unsuccessful Visa application

100% refund of all unused prepaid fees - excluding the Enrolment Fee \$200 and Resource Fee \$300.

Cancellation of enrolment more than 20 days prior to commencement date

50% refund of tuition fees paid. The Enrolment Fee (\$200) and Resource Fee (\$300) will not be refunded. Cancellation of enrolment under these circumstances will incur a \$300 administration fee

Cancellation less than 20 days prior to commencement date

0% refund of tuition fees paid. The Enrolment Fee (\$200) and Resource Fee (\$300) will not be refunded. Cancellation of enrolment under these circumstances will incur a \$300 administration fee

Cancellation after commencement date

No refund. The student will be required to continue to pay their ongoing tuition fees up until the date of approved cancellation by the Institute. Cancellation of enrolment under these circumstances will incur a \$500 administration fee

Visa cancelled due to actions of student

No refund

Course cancelled by Original campus (provider default)

Full refund of unused tuition fees or offer for alternate course (if agreed to by student)



Original Campus (the provider) default cases

In the case where Original Campus is unable to deliver a course in full or has decided to cancel a course before it commences, Original Campus provides either one of the following guarantees so students can complete their training:

A full refund of tuition fees and administration fees to be used to pay for another course

A refund will be issued to the student based on unexpended tuition fees. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Any refund due to actions and default by Original Campus will involve Original Campus being proactive in contacting the student to arrange the refund in line with the Refund Policy.

Accept a place in another course

The student may be offered enrolment in an alternative course of the same value by Original Campus at no extra cost to the student. Alternatively, the student can choose to accept a place in a course of greater value and pay the difference of tuition fee. If the student chooses a placement in another course, the student is required to sign a document to indicate acceptance of the placement.

International students will have a level of protection under the Government introduced Tuition Protection Scheme (TPS). The TPS is a placement and refund service for international students only.

5.3 What if I am no longer eligible for a refund?

If you are no longer eligible for a refund, you may like to consider the following options:

- Request a deferment or suspension of studies.
- Request a cancellation of remaining liabilities (payment plan students).

Please refer the Original Campus Deferment, Cancellation and Extension Policy.

5.4 Meaning of 'Course Money' (extracted from the ESOS Act)

Course money means money a provider receives, directly or indirectly, from:

- An overseas student or intending overseas student
- Another person who pays the money on behalf of an overseas student or intending overseas student; for a course that the provider is providing, or offering to provide, to the student.

Money received for a course includes:

- Tuition fees
- Any amount received by the provider that the provider is to pay, on behalf of the student, to a registered health benefits organization (within the meaning of the National Health Act 1953)
- Any other amount that the student had to pay the provider, directly or indirectly, in order to undertake the course.



5.5 Deferring, Suspending or Cancelling Student Enrolments

Only in certain limited circumstances Original campus may enable students to either:

- Defer commencement of the study.
- Temporarily suspend their studies, including granting a leave of absence.

The national code allows Original campus to grant deferral of commencement of studies or suspension of studies for students who request such a change to their enrolment status on the grounds of compassionate or compelling circumstances.

The national code also allows Original campus to defer or temporarily suspend the enrolment of students due to misbehaviour of the students. Misbehaviour of students can also be grounds for the cancellation of studies as long as the student was informed of this prior to enrolment.

In all cases, Original campus must notify DET through PRISMS of deferment, suspension and cancellation of enrolment.

6. THE ESOS FRAMEWORK

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality of service and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

The ESOS standards cover a range of information you have a right to know about and the services that must be offered to you by Australian education providers.

For more information about the ESOS framework, go to:

www.internationaleducation.gov.au

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>





7. LIVING IN AUSTRALIA

7.1 Support Services

Original Campus will support you in achieving successful qualification outcomes as well as preparing you for further study. Also in order to support students adjusting to life in Australia, Original Campus can provide access to support services and resources to enhance the outcomes for students facing a range of life issues including:

- Homestay and guardianship arrangements
- Accommodation arrangements
- Airport pick up
- Career and course selection support
- Homework and academic support
- English as an additional language training
- Resume writing and interview skills development
- Orientation & welfare services
- Special assistance in dealing with issues of language and cultural differences
- Emergency Services
- Financial and personal counselling
- Medical Services

Original Campus has a Student Support Officer available to students at all times.

7.2 Australia



Source:

<http://www.mapsofworld.com/australia/tourism/>

Australia is officially called the Commonwealth of Australia.

For about 50,000 years before the first British settlement in the late 18th century, Australia was inhabited by indigenous Australians, who spoke in approximately 250 different languages. After the European discovery of the continent by Dutch explorers in 1606, Australia's eastern half was claimed by Great Britain in 1770 and initially settled through penal transportation to the colony of New South Wales from 26 January 1788. The population grew steadily in subsequent decades; the continent was explored and an additional five self-governing crown colonies were established.



On 1 January 1901, the six colonies federated, forming the Commonwealth of Australia. Since federation, Australia has maintained a stable liberal democratic political system that functions as a democracy and constitutional monarchy comprising six states and several territories. The population of 23.6 million is highly urbanised and heavily concentrated in the eastern states and on the coast.

Accommodation



When it comes to finding accommodation, you have many options to choose from. Your choice of options range from finding your own apartment, to homestays, to short term rental accommodation.

It is typical that most students will find their own apartment, or find an apartment to share with others. Homestays allow you to have accommodation with carefully selected homestay families. These offer you a safe, friendly and caring “home away from home” environment, as well as the opportunity to practice your English in real-life situations.

When you arrive there are several youth hostels and budget accommodation venues that you can access via the internet for short term accommodation needs.

Travel and Transport

There are many travel agents providing great deals on flights such as:

Student Flights www.studentflights.com.au

Public transport in Australia is very accessible with trains, buses, trams and taxis being available throughout major cities.

For information on public transport: Trains, trams & buses: www.ptv.vic.gov.au

For information on public transport ticketing: www.ptv.vic.gov.au/tickets/myki/

Key facts and statistics

- Australia is one of the wealthiest countries in the world, with the world's 12th-largest economy.
- Australia ranks highly in many international comparisons of national performance, such as quality of life, health, education, economic freedom, and the protection of civil liberties and political rights
- Sydney is Australia's largest city.
- Canberra is Australia's capital.
- English is Australia's national language.
- The most popular Australian sports are Australian Rules Football (Aussie rules), Rugby League, cricket and soccer.

For more information about Australia go to: <https://en.wikipedia.org/wiki/Australia>



Climate

Australia enjoys a temperate climate which enables residents to enjoy outdoor activities all year round. Summer temperatures are usually between 25 and 30 degrees Celsius. February is usually the hottest summer month, so if you are arriving during this month to commence your studies, make sure you wear light clothing under any coat or jacket you take on the plane with you. Winters are usually cool, with temperatures averaging about 15 degrees Celsius. During winter the night time temperature can drop to around 7 degrees Celsius, so either plan to bring warm clothing with you or budget to buy winter clothes during your first year of studies.

Multiculturalism

More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world, many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home.

Money and banks

One of the first things you may wish to do when you arrive in Australia is to open a bank account in which to deposit money, so you can pay for things in the local currency. If you intend to work while you are studying your employer will be able to pay you directly into your account if you open an Australian bank account.

Banks

- Commonwealth Bank: www.commbank.com.au
- ANZ: www.anz.com
- Westpac: www.westpac.com.au
- Bendigo Bank: www.bendigobank.com.au
- NAB: www.nab.com.au (and many more)

Credit cards and ATMs

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are MasterCard, Visa, American Express, and Diners International. Most shopping centres have Automatic Teller Machines (ATMs). Some ATMs charge a fee for withdrawal if you do not have an account with that bank.

Telephones and mobile phones

Public telephones are available at Post Offices and shopping centres. Public pay phones accept a variety of coins and phone cards. Phone cards are pre-paid for use in public pay phones and can be bought at any Newsagent. While in Australia, you may wish to purchase a mobile phone. You will be able to purchase pre-paid mobile phone cards, which will add a certain amount of credit to your phone.



Post offices

The opening hours are usually 9am - 5pm Monday to Friday, sometimes Saturdays. Post Offices are able to help you with mailing letters and packages, buying gifts and greeting cards, and even paying your bills online. To find the nearest post office to your accommodation visit their website www.auspost.com.au or phone 13 13 18.

Living costs

Before you decide to study with Original Campus, you should consider whether you have enough money for your stay in Australia. Personal student and living expenses are not included in the tuition fees quoted and are therefore your responsibility.

During your stay in Australia, you'll need to consider the following costs:

- Accommodation.
- Airfares.
- Tuition fees.
- Overseas student health cover (OSHC).
- All general expenses.

As a general guide, your accommodation, food, transport and general expenses will cost you around \$20,000 - \$25,000AUD a year, depending on your lifestyle and your accommodation choice. Living costs will increase if family members and/or school-aged dependants accompany you in Australia.

When you apply for a student visa you must also provide evidence that you have enough money to pay your tuition fees, return air fares and living costs while you are living in Australia.

The cost of living in Australia will vary depending on your choice of accommodation and the suburb. The following information indicates the weekly costs you may incur. This is only a guide and all amounts are in Australian dollars.

Weekly Costs (\$AUS): Example

Accommodation and Rent	\$200- 300 per week
Travel (weekly bus ticket)	\$0- 50 per week
Telephone / Mobile phone	\$20- 40 per week
Groceries e.g. food, toiletries etc.	\$80- 130 per week
Accommodation and Rent	\$200- 300 per week
Total	\$350- 500 per week

Working While Studying In Australia

Immigration laws allow students to work for a limited number of hours, currently 40 hours per fortnight during school terms. However, work is not easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees.

For visa enquiries please refer to the Department of Home Affairs.





Bringing Family

Most student visas allow you to bring your family member to Australia as your dependent (check your individual circumstance on the DIBP website). Family members include your spouse, and you and your spouse's dependent children. Before bringing your spouse or children to Australia, you will have to prove that you can support them financially. The cost of supporting a family in Australia is high. You may have to consider and discuss many issues with your family.

Before deciding to bring your family with you to Australia, it is important to consider the following issues:

- The cost of airfares for your family to and from Australia
- Possible higher rent for a larger home
- Limited employment opportunities for your spouse
- Extra costs for food, clothing and other necessities
- The effect on you and your studies if your family is not happy in Australia
- Whether your children will adjust to school in Australia
- Waiting lists for child care centres
- Whether to come alone to Australia first and arrange things for your family, or to all come at the same time.

School Aged Dependents

If you are bringing school aged children with you when you study in Australia you will need to arrange for them to attend school. The requirements for enrolling students and school fees vary across Australian states and territories, and across schools. Where school aged children are included in your student visa application, schooling costs of AUD 8,000 per year for each child will need to be added to the amount of funds that is required. This amount is the minimum required for a visa application only and you are responsible for researching schooling costs, which may vary widely between states, territories and schools in Australia.

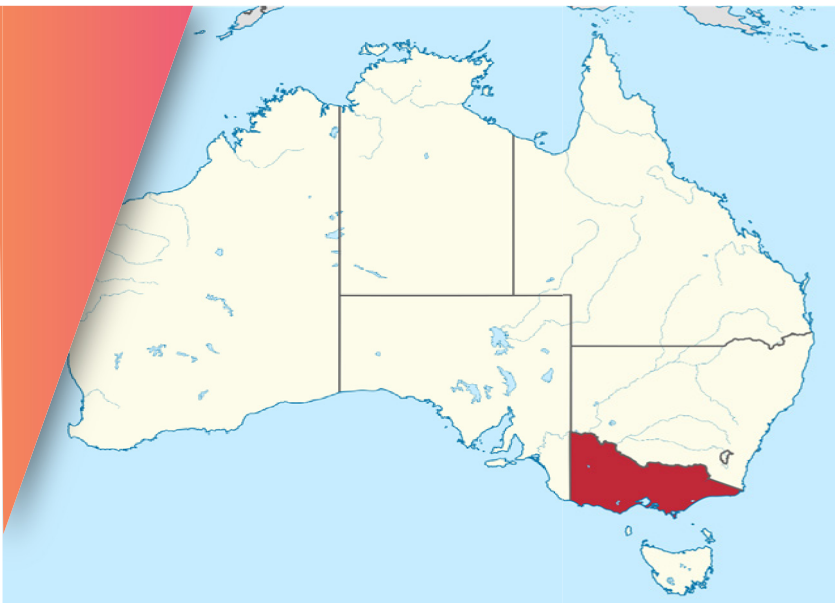
Additional costs for dependent children will usually depend on their age. As a general guide, the living costs could vary anywhere between AUD 3,000 to AUD 10,000 depending on the age of the child.

The above information does not include any costs for special needs, such as medical costs, or other lifestyle choices related to recreation, entertainment and sport.





7.3 Victoria



Source: "Victoria in Australia" by TUBS. Wikipedia

Victoria (abbreviated as VIC) is a state in the south-east of Australia. Most of Victoria's population is concentrated in the area surrounding Port Phillip Bay, which includes the metropolitan area of its capital and largest city, Melbourne, Australia's second-largest city.

Prior to European settlement, the area now constituting Victoria was inhabited by a large number of Aboriginal peoples, collectively known as the Koori.

Victoria officially became a separate colony in 1851, and achieved self-government in 1855. The Victorian gold rush in the 1850s and 1860s significantly increased both the population and wealth of the colony.

For more information about Victoria, go to: [en.wikipedia.org/wiki/Victoria_\(Australia\)](https://en.wikipedia.org/wiki/Victoria_(Australia))



Source: "Autumn in the Dandenong Ranges" by Adrian Mohedano. Wikipedia



Source: "TwelveApostles-Gaz" by 'Gaz. Wikipedia



7.4 Melbourne



Established in 1835, Melbourne is the second biggest city in Australia, behind Sydney. It has a population of 3,707,530 (as of 2016) and its inhabitants are called Melbournians.

Melbourne is the capital of Victoria, one of eight Australian states and territories. Melbourne rates highly in education, entertainment, health care, research and development, tourism and sport, making it the world's most liveable city—for the seventh year in a row in 2017, according to the Economist Intelligence Unit



Source: "Melbourne city montage" by Montage by HappyWaldo. Wikipedia



Referred to as Australia's "cultural capital", Melbourne is the birthplace of:

- Australian rules football
- Australian film and television industries.

It is recognised as a UNESCO City of Literature and a major centre for street art, music and theatre.

It is home to many of Australia's largest and oldest cultural institutions such as the:

- Australian Centre for the Moving Image
- Melbourne Cricket Ground
- National Gallery of Victoria
- State Library of Victoria
- UNESCO World Heritage-listed Royal Exhibition Building.

Public Libraries

- State Library of Victoria
 - » 328 Swanston Street, Melbourne: www.slv.vic.gov.au
- Melbourne City Library
 - » 253 Flinders Lane, Melbourne: www.citylibrary.org.au

Activities

For what to do in Melbourne visit: www.thatsmelbourne.com.au

For more information about Melbourne, go to: <https://en.wikipedia.org/wiki/Melbourne>



8. STUDENT VISA REQUIREMENTS

Original campus is required to systematically monitor International students' compliance with student visa conditions relating to course progress and must report students under Section 19 of the ESOS Act who have breached the course progress requirements.

Original campus will ensure that the expected duration of study specified in the Student's CoE does not exceed the CRICOS registered duration.

A student is issued a CoE based on the registered duration of a course (or a shorter duration if the student has already completed part of the course).

Original campus systematically monitors international students and their workload to ensure they complete the course within the duration specified in their CoE as required by Standard 8 of the National Code.

9. OTHER POLICIES AND PROCEDURES

Please visit our website or review the Student Handbook for all the Original Campus policies and procedures including:

- Complaints and Appeals
- Fees and Refunds

- Course Credits
- Critical Incident
- Student Visa Requirements
- Student Transfers
- Deferring, suspending or cancellation of student enrolment

10. STUDENT VISA INFORMATION

10.1 Applying for a Student Visa

If you are interested in studying in Australia and applying for a student visa, you must first apply for admission to Original Campus.

Once your application has been successful with Original Campus and you have paid your student fees, you will get a Confirmation of Enrolment (CoE) from us. This CoE must then be used when you apply and submit your visa application.



How to apply for a visa



1.

Apply to Original Campus for admission. If successful, we will issue you a Letter of Offer and Acceptance to study at Original Campus.



2.

To accept the offer, you need to read the Letter of Offer and Acceptance, agree and sign and pay fees outlined in the Letter of Offer and Acceptance. This will include enrolment and tuition fees. You will then be issued a Confirmation of Enrolment (CoE).



3.

Submit your visa application online with your Confirmation of Enrolment (CoE) and all other documentation required. For more information on what documentation is required see the DIBP website <https://www.border.gov.au/Trav/Visa-1/500->

You must satisfy that you have a genuine intention to stay in Australia temporarily. This is done through the completion of the Genuine Temporary Entrant Requirement.

For more information on this see the DIBP website <https://www.border.gov.au/Trav/Study/More/Genuine-Temporary-Entrant>.

You must also meet other core visa criteria: These include:

- Financial Capacity Requirement
- English Language Requirement
- Health Requirements
- Character Requirements

For further and complete information on your student visa requirements please visit: <https://www.border.gov.au>

Students must notify the institute of changes of address, telephone number, and email address within 7 days of the change, which is a requirement of visa conditions.

Additional information on student visas are available from: www.border.gov.au



10.2 Student Visa Conditions and Responsibilities

Once you obtain a student visa there are several conditions that must be followed. Your visa conditions are set out in the letter of approval you receive with your visa or on your visa label. It is important that you are familiar with and follow these conditions.

If you break these conditions:

- Your visa may be cancelled and you may be required to leave Australia
- You may also be prevented from returning to Australia for an extended period after your visa is cancelled.

The main conditions are that you must:

- Maintain satisfactory attendance
- Achieve satisfactory academic results
- Continue to be enrolled in a registered course
- Notify your education provider of your address (or change in address) within 7 days
- Notify your original education provider if you change to a new education provider within seven days of obtaining your new certificate of enrolment
- Maintain health insurance cover.

Overseas Student Health Cover (OSHC)

Overseas student health cover (OSHC) is insurance that provides cover for the costs for medical and hospital care which international students may need while in Australia. If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation – commonly referred to as a health fund before applying for your visa.

The Department of Immigration and Border Protection requires you to maintain OSHC cover for the duration of your time on a student visa in Australia. OSHC can be arranged through Original Campus upon request via OSHC providers like BUPA, AHM or Medibank Private. Prior to making an application for OSHC, students must read the rules. Please visit their website for policy and procedures and further details.



10.3 Student Visa frequently asked questions (FAQs)

Question	Answer
Where can I get help with filling out a visa application?	<p>The visa application forms are designed so that you can complete them easily. You will be applying for a Student Visa Sub-class 500 - Vocational Education and Training (VET). Student visa applications must be completed online, after you have collected all the required documents to support your application, create an account and apply for your student visa the online application system. You might need to undergo health examinations as part of the visa application process. The health assessment process can take several weeks to complete. To help avoid delays, you can choose to undertake your health examination prior to lodging your visa application.</p> <p>For more information on the Department of Immigration and Border Protection (DIBP), go to: https://www.border.gov.au</p>
What does Genuine Temporary Entrant mean?	<p>The GTE requirement applies to all student visa applicants. The officer assessing your visa application will consider whether your circumstances indicate that your intention is for a temporary stay in Australia. You must satisfy that you have a genuine intention to stay in Australia temporarily.</p>
Why do I need to provide details about my financial status when applying for a visa?	<p>As an international student you are required to provide DIBP with details of your financial status upon applying for a student visa. This is to ensure that you are able to finance your studies and your living expenses during your time in Australia.</p>

Original Campus reserves the right to Discontinue, Change or Remove any Course, Subjects, Units of Competency, Fees, Admission Requirements, Staffing or other arrangements where practicable. Therefore, any users of this information should confirm the currency of the information with the college before making any commitments.



<p>Do I need to study a full-time registered course to be granted a student visa?</p>	<p>Yes. You can only be granted a student visa if you intend to study a registered course or part of a registered course on a full-time basis.</p>
<p>What happens if my application is successful?</p>	<p>If your application is successful, you will be issued with a Multiple Entry Visa allowing you to travel backwards and forwards to Australia within the period for which the visa has been granted. That period will depend on the course for which you have been accepted. Your visa can be cancelled if you discontinue your studies or fail to meet the conditions of your visa.</p>
<p>Do I pay my course fees before applying for my student visa?</p>	<p>Yes. You will be required to pay tuition fees as outlined in your Letter of Offer and Acceptance before Original Campus will issue you a Confirmation of Enrolment (CoE). You will need the CoE to apply for your visa.</p>
<p>What if my student visa application is not successful?</p>	<p>If your application is not successful, you will be told the reasons in writing. The decision not to grant a student visa cannot be reviewed if you applied from outside Australia.</p> <p>Before re-applying for a student visa, you should carefully consider what evidence you can provide to satisfy the decision maker that you meet all the student visa requirements. If you apply in Australia and are refused a student visa then you may apply for a review of the decision. You will be notified of your review rights in writing and the time limits for lodging such an appeal.</p> <p>If you have paid your fees and your student visa application is unsuccessful you are eligible for a full refund of monies paid to Original Campus, less any non-refundable administration fees indicated in our Refunds Policy.</p>
<p>Where can I obtain further information about student visas?</p>	<p>For more information about applying for a student visa, go to:</p> <ul style="list-style-type: none"> • Study in Australia at: www.studyinaustralia.gov.au • Your nearest Australian Embassy, Consulate, High Commission • DIBP, if you are already in Australia.

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