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INSTITUTE (AUS)  
SIMPLIFY | COMPLY | GROW  
RTO 31560 CRICOS 03713J



# International Student Handbook 2024

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This International Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Outsource Institute of Technology policy may impact on the currency of information included.

Outsource Institute of Technology reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates by contacting Outsource Institute of Technology via:

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**W:** [www.outsourceinstitute.edu.au](http://www.outsourceinstitute.edu.au)

This handbook has been prepared as a resource to assist international students to understand their obligations and, those of Outsource Institute of Technology. It also contains information about living and studying in Brisbane to help students transition to life in Australia.

All students must read, understand, be familiar with and follow the policies and procedures outlined in this International Student Handbook.

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# Welcome to Outsource Institute of Technology

## A message from the Director

It is with great pleasure that we welcome you to Outsource Institute of Technology Pty Ltd (Outsource Institute (AUS)).

At Outsource Institute we believe in the value and integrity of a quality education, which is delivered in an environment that is all-inclusive, creative, enjoyable and that recognises achievement.

We believe that life experience combined with education, are key drivers for positive change and that the benefits of this change extend beyond the individual to their broader community. We believe that education changes lives.



The team at Outsource Institute congratulates you on your choice of studies and your commitment to learning. We look forward to welcoming you to Brisbane, Australia and to being a part of your continued education journey and advancement.

Regards,

A handwritten signature in black ink, appearing to read 'Carl Spruce'.

Carl Spruce

**Director**

Outsource Institute of Technology

## About Outsource Institute

Outsource Institute is an independent Australian Registered Training Organisation (RTO). We have been in operation since 1998 and offer nationally accredited qualifications from Certificate II to Advanced Diploma levels in the Engineering and Business Services streams. For more information about Outsource Institute, please visit the website: <https://www.outsourceinstitute.edu.au/>

## Our Values

The company values at Outsource Institute represent how all members of staff are encouraged to conduct business. All interactions with Outsource Institute will embody the following:

- **Integrity** – “Doing the right thing by others”. Strive to assist others by providing honest feedback, inspiration and guidance. Always endeavour to lead by example by being patient, understanding and open-minded.
- **Belonging** – “Coming together is a beginning, keeping together is progress and working together is success” (Henry Ford)
- **Learning** – “Lifelong learning”. Every day provides an opportunity to learn.

Outsource Institute of Technology Pty Ltd  
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- **Respect** – Respect the environment, respect each other and respect yourself.
- **Inclusivity** – Focus on providing guidance and inspiration to all those who have a willingness or a passion to learn.
- **Adaptability** – the flexibility to adjust to constant change.

## Where Are We Located?

Outsource Institute’s Head Office and campus are located at Brisbane Technology Park (BTP) in Eight Mile Plains, Brisbane, Queensland.



Outsource Institute is approximately 20 minutes from the Brisbane Central Business District (CBD) and approximately 30 minutes from the Brisbane International Airport by car.



Our office hours are 8.00am – 5.00pm Monday to Thursday and 8.00am – 4.00pm Friday.

Our training facilities are equipped with whiteboards and PowerPoint facilities and are airconditioned.

## Nearby Transport and Facilities

Within BTP there are a variety of casual eateries / coffee shops.

We are conveniently located close to public transport. The Eight Mile Plains Bus Station is within a five (5) minute walk. Bus services to the CBD operate from 4:45am to 11.30pm Monday to Friday. For more information regarding public transport, please visit the TransLink website: <https://translink.com.au/>

The Westfield Garden City shopping centre is within a 10-minute drive and has major department stores, banks, health services, food outlets and more. For further information about Westfield Garden City, please visit the website: <https://www.westfield.com.au/gardencity>

The Garden City Library is also located within Westfield Garden City. The library facilities and services include colour printing, photocopying, scanner, meeting rooms, study rooms and Wi-Fi. For further information, please visit the Garden City Library website: <https://www.brisbane.qld.gov.au/facilities-recreation/libraries/opening-hours-locations/garden-city-library>

## Information about Living and Studying in Brisbane, Australia

Please visit the websites provided in the following section find out all about studying in Australia including visa requirements, student support services, cost of living, Education Agents, health cover, working in Australia, insurance, accommodation options and costs, weather, transport, safety and so much more.

### Life in Australia Booklet

The Life in Australia booklet is intended for people who are applying for a visa to live in Australia, either permanently or on a temporary basis. It provides an overview of Australia, its history, way of life and values.

To view the Life in Australia booklet, please visit the Department of Home Affairs website: <https://www.homeaffairs.gov.au/trav/life/aust/life-in-australia-book>

Translated versions are also available on this page.

### About Brisbane

Brisbane is the capital city of Queensland and is widely recognised as Australia's new world city. It is one of the fastest growing regions in the nation and is home to more than 78,000 international students.

Some facts about Brisbane, provided by Study in Australia:

- Brisbane hosts Australia's largest city orientation day for international students, the Brisbane Welcomes International Students Festival, with over 8,000 students participating each year.
- With a population of two (2) million, Brisbane is Australia's fastest-growing capital city for employment and offers a great range of opportunities in both the public and private sectors.
- Brisbane City Council offers free Wi-Fi at 22 of its most popular parks and students can also get free movies through the city's Shade Cinema initiative. This downloadable app lets students watch a selection of movies at one of the city's parks and gardens for free!
- Brisbane is home to over 177 major resource and energy companies and is a growing hub for supplying resources to the world.

For more information, please visit the Study in Australia website: <https://www.studyaustralia.gov.au/>

### Things to Do

Brisbane is a vibrant and laid-back city. There are plenty of places to visit and things to see and do. Some top sights to visit in Brisbane, as recommended by the Lonely Planet, include:

1. [Queensland Cultural Centre](#), South Bank
2. [Gallery of Modern Art](#), South Bank
3. [City Hall](#), Central Brisbane
4. [Museum of Brisbane](#), Central Brisbane
5. [Brisbane Powerhouse](#), New Farm
6. [Brisbane Riverwalk](#), New Farm



7. [South Bank Parklands](#), South Bank
8. [D'Aguilar National Park](#), Brisbane
9. [City Botanic Gardens](#), Central Brisbane
10. [Queensland Museum and Science Centre](#), Southbank

For more information about these sights and more, please visit the Lonely Planet website: <https://www.lonelyplanet.com/australia/queensland/brisbane>

## Climate

Brisbane is Australia's sunniest capital, with an average of 300 days of sunshine per year. You can expect warm summers and mild winters.

- Summer: December to February, average temperature 21-29.8°C
- Autumn: March to May, average temperature 15-25°C
- Winter: June to August, average temperature 11-21°C
- Spring: September – November, average temperature 15-25°C

For the latest weather conditions, please visit the Bureau of Meteorology website: <http://www.bom.gov.au/qld/forecasts/brisbane.shtml>

## Surrounding Areas to Visit

Take advantage of Brisbane's central location and explore some of the surrounding areas.

The Gold Coast offers beautiful beaches, theme parks, shopping, ancient rainforests and more. To find out more about the Gold Coast, please visit the following websites:

- Holiday in Australia <http://www.australia.com/en/places/gold-coast-and-surrounds/guide-to-the-gold-coast.html>
- Destination Gold Coast <https://www.destinationgoldcoast.com/>

The Sunshine Coast is home to renowned surf spots, including Noosa, and spectacular rural hinterland. To find out more about the Sunshine Coast, please visit the following websites:

- Holiday in Australia website <http://www.australia.com/en/places/brisbane-and-surrounds/guide-to-the-sunshine-coast.html>
- Visit Sunshine Coast <https://www.visitsunshinecoast.com/>

## Public Transport

TransLink is a division of the Queensland Department of Transport and Main Roads. TransLink operates four main types of public transport in Southeast Queensland– bus, train, ferry (boat) and tram.

TransLink services operate across eight (8) zones and seven (7) regions in Southeast Queensland. The service area covers Greater Brisbane, including Ipswich, as well as the Sunshine Coast and Gold Coast. The network also extends to regional areas around Queensland, including Cairns and Mackay.

All fares to travel on TransLink services are based on the number of zones you travel in during your journey. Fare prices will vary depending on if you're travelling:

- with a valid concession entitlement.
- during off-peak or peak times; and
- using a go card or paper ticket.

## Go Card

Go Card is TransLink's electronic ticket to fast, easy and convenient travel. You can use go card on all TransLink bus, train (including Airtrain), ferry and tram services in the Greater Brisbane, Ipswich, Sunshine Coast and Gold Coast regions.

For more information, please visit the TransLink website: <https://translink.com.au/>

## Helpful Websites

Please visit the websites below to find out more about living and studying in Brisbane including visa requirements, student support services, costs of living, Education Agents, health cover, working in Australia, insurance, accommodation options and costs, weather, transport, safety and so much more.

Website	Hyperlink
Study Queensland	<a href="https://www.studyqueensland.qld.gov.au/">https://www.studyqueensland.qld.gov.au/</a>
Choose Brisbane	<a href="http://www.choosebrisbane.com.au">http://www.choosebrisbane.com.au</a>
Study in Australia	<a href="http://www.studyinaustralia.gov.au/">http://www.studyinaustralia.gov.au/</a>
Life in Australia booklet	<a href="https://www.homeaffairs.gov.au/trav/life/aust/life-in-australia-book">https://www.homeaffairs.gov.au/trav/life/aust/life-in-australia-book</a> (English and translated versions available)
Holiday in Australia – Guide to Brisbane	<a href="http://www.australia.com/en/places/brisbane-and-surrounds/guide-to-brisbane.html">http://www.australia.com/en/places/brisbane-and-surrounds/guide-to-brisbane.html</a>
Visit Brisbane	<a href="http://www.visitbrisbane.com.au/">http://www.visitbrisbane.com.au/</a>
Brisbane City Council – What’s on in Brisbane	<a href="https://www.brisbane.qld.gov.au/whats-on">https://www.brisbane.qld.gov.au/whats-on</a>
Lonely Planet – Brisbane and Around	<a href="https://www.lonelyplanet.com/australia/queensland/brisbane">https://www.lonelyplanet.com/australia/queensland/brisbane</a>
Overseas Students Ombudsman	<a href="https://www.ombudsman.gov.au/complaints/international-student-complaints/information-international-students">https://www.ombudsman.gov.au/complaints/international-student-complaints/information-international-students</a>
Australian Government Department of Home Affairs	<a href="http://www.homeaffairs.gov.au/">http://www.homeaffairs.gov.au/</a>
Australian Government	Immigration and Visas <a href="https://immi.homeaffairs.gov.au/">https://immi.homeaffairs.gov.au/</a> Public Safety and Law <a href="https://www.oic.qld.gov.au/annotated-legislation/rti/schedule-3/10-law-enforcement-or-public-safety-information">https://www.oic.qld.gov.au/annotated-legislation/rti/schedule-3/10-law-enforcement-or-public-safety-information</a>

## Safety

We take your safety seriously and we strongly advise you to read all of the links below to be very well informed on all aspects of your safety prior to coming to Australia. The links below also cover insurance, telecommunication providers, internet, and banking.

Students coming to Australia need to be aware of the different conditions, such as swimming at our beaches, as well as becoming aware of sun safety.

For more information, please view the following pages on the Study in Australia website. If you have any difficulty assessing these links, please advise us to enable us to assist you.

Topic	Hyperlink
Health and Safety	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety">https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety</a>
Sun and Water Safety	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water">https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/sun-and-water</a>
Fire Safety	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/fire">https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/fire</a>
Personal Safety	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal">https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/personal</a>
Emergency Information	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/emergencies">https://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety/emergencies</a>
Insurance	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/insurance">https://www.studyinaustralia.gov.au/english/live-in-australia/insurance</a>
Banking	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/banking">https://www.studyinaustralia.gov.au/english/live-in-australia/banking</a>
Phone and Internet	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/phone-and-internet">https://www.studyinaustralia.gov.au/english/live-in-australia/phone-and-internet</a>
Transport	<a href="https://www.studyinaustralia.gov.au/english/live-in-australia/transport">https://www.studyinaustralia.gov.au/english/live-in-australia/transport</a>

If you are planning to travel during your holiday breaks, please ensure you are aware of any possible health risks for that area. For example, Far North Queensland visitors need to be careful to protect themselves from mosquito bites to avoid such things as Dengue Fever which is spread by mosquito bites in a certain breed of mosquitoes known to be in North Queensland and the South Pacific Islands. If you are concerned check with a Doctor prior to your travel to ensure you are aware of any possible health risks and to seek preventative action.

## Other Important websites

- Overseas Students Ombudsman <https://www.ombudsman.gov.au/about/how-we-can-help-you>
- Department of Immigration and Border Protection (DHA) The Australian Government's Department of Home Affairs provides comprehensive information about student visa requirements and the application process, as well as <http://www.homeaffairs.gov.au/> for the latest information.
- Student Visa options <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder>
- Applying for a Student Visa <https://www.homeaffairs.gov.au/trav/visa/appl/student>
- Education provider default (if your provider can no longer offer your course for study) <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/education-provider-default>

## Health

Emergency medical treatment is available 24 hours a day at both public and private hospital emergency departments.

If it is not an emergency, you should go to a Doctor or a General Practitioner (GP) or visit a medical centre.

Service	Contact details
Eight Mile Plains Doctors	Phone: +617 3341 8877 Address: Warrigal Square, Shop 7/261 Warrigal Road, Eight Mile Plains QLD 4113
Gateway Dental Health	Phone: +617 3493 0028 Address: 3/66 Slobodian Avenue, Eight Mile Plains QLD 4113
Royal Brisbane and Women's Hospital	Phone: +617 3646 8111 Address: Bowen Bridge Road & Butterfield Street, Brisbane QLD 4029
Lifeline Australia	Phone: 13 11 14 or Website: <a href="https://www.lifeline.org.au/">https://www.lifeline.org.au/</a>

## Student Visa Conditions:

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa.

These conditions include (but are not limited to):

- Complete the course within the duration specific on the CoE
- **Maintain** satisfactory academic progress
- **Maintain** satisfactory attendance
- **Maintain** approved Overseas Student Health Cover (OSHC) while in Australia
- Remain with your principal education provider for six (6) calendar months, unless issued a letter of release from the College to attend another institution
- Notify your training provider of your Australian address, phone or email and any subsequent changes of address within 7 days.

For the full list of **mandatory** and **discretionary** student visa conditions including rules for working while studying visit <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions>

## Working in Australia

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

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

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

Your rights and protections include workplace health and safety matters.

Please visit the Fair Work Ombudsman website for further information:

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

Your employer cannot cancel your visa. Only the Department of Home Affairs can grant, refuse, or cancel visas. Visa cancellation is not automatic in circumstances where a visa holder has breached their visa conditions. If you are under consideration for visa cancellation, you will have the opportunity to provide reasons as to why your visa should not be cancelled.

### Helpful recordkeeping hints when you start working in Australia

Keep a diary of days and hours worked and keep copies or records of employment details, pay slips, agreements, superannuation, and taxation documents.

Should you have any questions about your pay rate, your work rights and employer responsibilities please visit the following links on the Department of Home Affairs website:

- Working in Australia: <https://immi.homeaffairs.gov.au/visas/working-in-australia>
- Workplace rights for all visa holders working in Australia: <https://immi.homeaffairs.gov.au/visas/working-in-australia/work-rights-and-exploitation>

### Fair Work Ombudsman

All visa holders who believe they might have been exploited or underpaid should approach the Fair Work Ombudsman through the Fair Work Infoline on 13 13 94 or through their anonymous reporting service.

Please visit the Fair Work Ombudsman website for further information:

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

## Important Contacts

### Outsource Institute

#### Important Information

Head Office: Brisbane Technology Park  
Suite 1, Lower West Wing  
1 Clunies Ross Court  
Eight Mile Plains Q 4113

RTO Provider Code: 31560  
CRICOS Provider Code: 03713J  
Phone: 1300 136 904  
International Phone: +617 3348 8931  
Email: [info@outsourceinstitute.edu.au](mailto:info@outsourceinstitute.edu.au)  
Website: <https://www.outsourceinstitute.edu.au>

#### International Student Coordinator

Phone: 1300 136 904  
International Phone: +617 3348 8931  
Email: [International@outsourceinstitute.edu.au](mailto:International@outsourceinstitute.edu.au)

#### International Student 24-Hour Emergency Contact

Phone: 0410 003 467  
International Phone: +61 410 003 467

#### Australian Embassies

The Department of Foreign Affairs and Trade website has a comprehensive list of Australian embassies, high commissions, consulates, and representative offices around the world. Please visit the website for contact details <https://www.dfat.gov.au/about-us/our-locations/missions/our-embassies-and-consulates-overseas>

#### Other Useful Contacts

Service	Contact details
Australian Taxation Office	Phone: 13 28 61 or Website: <a href="https://www.ato.gov.au/">https://www.ato.gov.au/</a>
Department of Foreign Affairs and Trade – Queensland State Office	Phone: +617 3405 4799 or Website: <a href="http://dfat.gov.au/about-us/our-locations/australian-offices/pages/queensland-state-office.aspx">http://dfat.gov.au/about-us/our-locations/australian-offices/pages/queensland-state-office.aspx</a>
Department of Home Affairs	Phone: 131 881 or Website: <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
Emergency Services – Ambulance, Police or Fire	Phone: 000 (triple zero) or 112 (from mobile phones)
Policelink (for non-urgent incidents)	Phone: 131 444
Legal Aid Queensland	Phone: 1300 651 188 or Website: <a href="http://www.legalaid.qld.gov.au">http://www.legalaid.qld.gov.au</a>

## Pre-Arrival and Arrival Information

### Travelling to Australia

Students will need to make their own travel arrangements to Australia. Please try to arrive at least one – two weeks before the start of Student Orientation to allow time to settle in, adjust to the climate and overcome jetlag. Once you know your travel details you should advise the Institute.

### Brisbane International Airport

You should fly into the Brisbane International Airport, which is approximately 12km drive from Brisbane's CBD and approximately 28 minutes' drive from Outsource Institute. For more information, please visit <http://bne.com.au>

From the international airport, there are many different ways to get to your accommodation, including taxi, bus, train, and ride-booking (ride share) services. For more information, please visit the transport options section of the Brisbane Airport website <http://www.bne.com.au/to-from-brisbane-airport/transport-options>

Outsource Institute also offers an airport pick up service. For more information, please contact us.

### What to Bring

Australian customs and quarantine are considered to be quite strict. If you're in doubt about whether your goods are prohibited or not, **declare it anyway** on the Incoming Passenger Card which you will receive on the plane. Students have received on the spot fines for not declaring items.

For further information, please visit Department of Home Affairs website <https://www.homeaffairs.gov.au> and the following hyperlinks:

- [Visiting Australia](#)
- [Entering or leaving Australia](#)
- [Life in Australia](#)
- [Visa support](#)
- [Importing or buying from overseas](#)
- [Studying in Australia](#)
- [Working in Australia](#)
- [Bringing your family or partners](#)
- [Refugee and humanitarian](#)
- [Australian Citizenship](#)
- [Visa Finder](#)
- [Check your visa and work entitlements \(VEVO\)](#)

## Checklist – Things To Do Before Leaving Home

Item	Complete
Apply for passport	<input type="checkbox"/>
Arrange student visa	<input type="checkbox"/>
Contact Outsource Institute regarding required documentation	<input type="checkbox"/>
Complete required enrolment forms and any other requested documentation with Outsource Institute	<input type="checkbox"/>
Make payments to Outsource Institute	<input type="checkbox"/>
Arrange for immunisations and medications from doctor	<input type="checkbox"/>
Apply for a credit card and/or arrange sufficient funds	<input type="checkbox"/>
Confirm overseas access to your funds with your bank	<input type="checkbox"/>
Make travel arrangements	<input type="checkbox"/>
Arrange travel insurance / OSHC	<input type="checkbox"/>
Advise Outsource Institute of travel details	<input type="checkbox"/>
Arrange accommodation	<input type="checkbox"/>
Arrange transport from airport to accommodation	<input type="checkbox"/>
Pack bags being sure to include the following: <ul style="list-style-type: none"> <li>• Name and contact details of an Outsource Institute representative <input type="checkbox"/></li> <li>• Enough currency for taxis, buses, phone calls etc. in the event of an emergency <input type="checkbox"/></li> <li>• Important documents <input type="checkbox"/> <ul style="list-style-type: none"> <li>- THIS HANDBOOK! <input type="checkbox"/></li> <li>- Passport <input type="checkbox"/></li> <li>- Letter of Offer &amp; Acceptance of Offer / Written Agreement <input type="checkbox"/></li> <li>- Confirmation of Enrolment (CoE) <input type="checkbox"/></li> <li>- Certified copies of qualifications and certificates <input type="checkbox"/></li> <li>- Travel insurance policy <input type="checkbox"/></li> <li>- ID cards, drivers' licence, birth certificate (or copy) <input type="checkbox"/></li> <li>- Receipts of payments paid <input type="checkbox"/></li> <li>- Medical records and / or prescriptions. <input type="checkbox"/></li> </ul> </li> </ul>	
<b>Note:</b> If you are travelling with your family you will need to include their documents as well. Keep all documents in your carry-on luggage. In case you lose the originals, make copies that can be left behind with family and sent to you.	



## Checklist – Things To Do Upon Arrival in Australia

Item	Complete
Call home and let them know you have arrived safely	<input type="checkbox"/>
Settle into accommodation	<input type="checkbox"/>
Contact Outsource Institute – advise them you have arrived	<input type="checkbox"/>
Purchase household items and food (major grocery providers include Coles, Woolworths, and Aldi)	<input type="checkbox"/>
Enrol children in school (if applicable)	<input type="checkbox"/>
Attend international student orientation at Outsource Institute (compulsory)	<input type="checkbox"/>
Advise Outsource Institute of your address, phone, and email	<input type="checkbox"/>
Get student ID card	<input type="checkbox"/>
Purchase a laptop [if you don't already have one] which meets the recommended hardware & software specifications for use of the Learning Management Systems (LMS). Please see requirements below	<input type="checkbox"/>
Advise health insurance company of address and get card	<input type="checkbox"/>
Open a bank account	<input type="checkbox"/>
Attend faculty/course specific orientation sessions	<input type="checkbox"/>
Get your learning resources (note pad, laptop, pen etc)	<input type="checkbox"/>
Start classes	<input type="checkbox"/>
Apply for tax file number if seeking work	<input type="checkbox"/>
Get involved in student life and associations (e.g., music, sporting, and cultural clubs)	<input type="checkbox"/>

### Recommended hardware & software specifications for use of the Learning Management Systems (LMS).

At Outsource Institute (AUS) students should bring their own device to classes and assessments. A 'device' refers to a student-owned laptop that meets the minimum specifications outlined by Outsource Institute (AUS)

It is absolutely essential that you bring your laptop to orientation as we will need to ensure you can connect to all college systems.

We recommend that your laptop has the following minimum specifications. **Note one additional and important specification: Operating system and software must be English versions.** Having the Operating System in English will enable our IT staff to help you troubleshooting your laptop.

	<b>Windows</b>	<b>Mac</b>
Processor	2.5 GHz or greater	2.5 GHz or greater
Operating system	Microsoft® Windows® 11 and Windows 10	OS X 10.13 (in English)*
Memory	16 GB RAM for less than 500-part assemblies	16 GB RAM for less than 500-part assemblies
Graphics	1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant	1 GB GPU with 29 GB/S Bandwidth and DirectX 11 compliant
Hard drive	Installer plus full installation: 40 GB	Installer plus full installation: 40 GB
Display Resolution	1280 x 1024	1280 x 1024
Battery life	8 hours under normal use	8 hours under normal use
Wi-fi	802.11ac or better	802.11ac or better
Webcam	User facing, inbuilt microphone and speakers	User facing, inbuilt microphone and speakers

#### **Software Application recommended for use:**

- Microsoft office (office 365) or equivalent applications (G Suite / OpenOffice / LibreOffice)
- Adobe Acrobat Reader

#### **Internet browsers**

Compatible browsers include:

- Google Chrome 32-bit version 8x or later (recommended for optimal compatibility, this has been thoroughly tested on Windows)
- Safari 14 or later (recommended for optimal compatibility, this has been thoroughly tested on Mac)

Note that add-ons and toolbars can affect any browser's performance.

MS Internet Explorer is not recommended.

#### **Required Internet speed (for off-campus learning)**

Use a broadband connection through USB wireless modem, ADSL2+, T1/T2, fibre optic or cable with the speed:

- Viewing lecture recordings or conferencing - at least 5MB/sec
- Viewing images and webpages - at least 2MB/sec

#### **Resource viewing**

We recommend that you use the latest version of Adobe Acrobat Reader.

- To view all the resources uploaded to LMS, you will probably need to have Microsoft office (office 365) or equivalent applications (G Suite / OpenOffice / LibreOffice)

### **Safety, Security & Privacy**

- Students will be responsible for the safety, security and privacy of their devices.
- Make sure your student's laptop / tablet is password protected so that if your laptop is lost your personal data cannot be accessed
- Students need to ensure required firewalls are in place and ensure that you enable uploading of files to submit your assessment work.
- Install anti-virus and internet security software to protect your computer from viruses, spyware and malware. Keep your virus protection software up to date.

### **Accommodation Assistance**

There are a range of accommodation options you can choose from, including student accommodation, rentals, and homestay. Some helpful websites are listed below:

#### **Student Accommodation**

- Urbanest <https://urbannestliving.com.au/>
- Unilodge <https://www.unilodge.com.au/unilodge-park-central>
- Uniresort <https://aspengroup.com.au/aspengroup-properties/residential/communities/queensland/uniresort-student-accommodation/application-form/>
- Genesis1 <https://www.genesis1.com.au/>
- Atira <https://www.unilodgers.com/au/brisbane/atira-woolloongabba>

#### **Homestay**

- Australian Homestay Network (AHN) <https://www.homestaynetwork.org/outsource-institute-of-technology-students/>

#### **Rental Properties**

- Realestate.com.au <https://www.realestate.com.au/rent>
- Domain <https://www.domain.com.au/rent/qld/>

**Please note:** Outsource Institute does not arrange international student accommodation.

Further information about accommodation and living costs in Australia can be found on the Study in Australia website: <https://www.studyinaustralia.gov.au/>

## Bringing Family

Most student visas allow you to bring your family members to Australia as your dependants. You should check your individual circumstances on the Department of Home Affairs website:

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

Family members include your spouse and your 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.

### Issues to Consider

Rather than bringing your family together with you to Australia, some students may find it useful to arrive first, settle into studies, find appropriate accommodation, adjust to living in Australia and then arrange for their family to join them.

Before deciding to bring your family 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 childcare centres; and
- Whether to come alone to Australia first and arrange things for your family or to all come at the same time.

For more information visit: <https://immi.homeaffairs.gov.au/visas/bringing-someone/bringing-partner-or-family>

### Child Care

Finding suitable childcare in Australia requires patience and planning. Waiting lists for places in most childcare centres are long.

Many schools offer before and after school care programs (usually 7:30am-8:45am and 3:30pm-6:00pm). Children who need these programs must be registered with the school.

### Schools

If you would like to bring your children to Australia with you, you must be aware of the following schooling issues:

1. It is an immigration policy that school-age dependants of international students undertake formal schooling while they are in Australia.
2. You will need to provisionally enrol your child in a school before you leave your home country, and you will normally have to pay the school fees one semester in advance. The school will issue an electronic Confirmation of Enrolment Form (eCoE) stating the program and its duration, so that you can obtain the appropriate visa for your child.
3. The Diplomatic Mission in your country can tell you which State schools are registered to take international students. Fees are usually payable by international students at all State schools.
4. You will be responsible for school fees and other costs including school uniforms, books, excursions, and stationery.
5. When choosing the most appropriate school for your child, it is best to ask questions about the school's curriculum, size, extra-curricular activities, and the size of individual classes.
6. You should also take into consideration the distance from the school to your education institution, the suburb in which you intend to live and the method of transport you plan to use.

## Types of Schools

There are two types of schools in Australia – state schools and independent schools.

View the Australian Schools Directory for a guide on the Australian Education System and a list of all primary and secondary schools in Australia: <http://www.australianschoolsdirectory.com.au/brisbane-schools.php>

View the Department of Education, Training and Employment’s Schools Directory for a list of state schools and independent schools: <https://education.qld.gov.au/schools-educators/independent-public-schools/list>

## Overseas Student Health Cover (OSHC)

Overseas Student Health Cover (OSHC) is insurance that provides cover for the costs of medical and hospital care which international students may need while in Australia and is mandatory for international student visa holders for the duration of your studies. OSHC will also cover the cost of emergency ambulance transport and most prescription drugs.

### How do I get OSHC?

When applying for your student visa you will be asked to provide evidence of having OSHC for the entire duration of your stay in Australia. You cannot arrive until you have OSHC organised and evidence of the same. If you do not buy your OSHC through the Institute, you must provide evidence of your insurance no later than at Orientation.

Students can purchase their OSHC through their Education Agent or contact us directly, however evidence will be required during enrolment that students have sufficient cover.

### OSHC Providers

Only Australian health funds that have signed an agreement with the Australian Government can provide OSHC. You can select an OSHC provider from one of the four (4) registered health funds below. You may choose to change your health fund at any time but will need to abide by the conditions of change of the health fund provider you are leaving. If you would like Outsource Institute to arrange your OSHC with our preferred provider, please contact us.

Provider	Website
Medibank Private	<a href="https://www.medibank.com.au/">https://www.medibank.com.au/</a>
NIB	<a href="https://www.nib.com.au/overseas-students">https://www.nib.com.au/overseas-students</a>
BUPA OSHC	<a href="https://www.bupa.com.au/health-insurance/oshc">https://www.bupa.com.au/health-insurance/oshc</a>
Australian Health Management (AHM)	<a href="https://ahm.com.au/">https://ahm.com.au/</a>

**Note:** Some students may be exempt from enrolling in the OSHC such as students from countries whose Governments may have Reciprocal Health Agreements for students in Australia. Only some reciprocal health agreements cover students in Australia, some will only cover visitors. You should determine if you are eligible before you apply for your visa to come to Australia Further information is provided via the website links in the table below.

### Further Information on OSHC

For further information on OSHC, please review the following websites and resources.

OSHC Resource	Website
The Department of Health – General information	<a href="https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet">https://www.health.gov.au/resources/publications/overseas-student-health-cover-oshc-fact-sheet</a>

The Department of Health – Frequently Asked Questions	<a href="https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources">https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources</a>
Department of Home Affairs – Health insurance for students	<a href="https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/adequate-health-insurance">https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health/adequate-health-insurance</a>

## Student Visa

### Application

For details on how to apply for a Student Visa contact your nearest Australian visa processing office and/or obtain information at Australia’s Department of Home Affairs website

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

### Student Visa Conditions

Students on international student visas MUST abide by the conditions of their visa at all times.

- You **cannot** work more than 40 hours per fortnight except in limited circumstances.
- You **must** remain enrolled in a CRICOS registered course.
- You **must** attend and progress in your course satisfactorily as defined by the Institute.
- You **must** maintain Overseas Student Health Cover for your entire stay in Australia.
- You **must** continue to have sufficient financial capacity to support your study and stay in Australia.
- You **must** maintain adequate schooling arrangements for any school-age dependents that join you in Australia on a student dependent visa for more than three (3) months.
- You **must** notify your education provider of your residential address in Australia within seven (7) days of arriving in Australia and, you must notify your education provider of any change in your residential address within seven (7) days of the change.
- You **must** notify your education provider of a change of education provider within seven (7) days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

For current details of student visa conditions visit the Department of Home Affairs website <http://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students> or call 131 881.

### Migration Agents

A Migration Agent can assist you in submitting your visa application and communicate with the Department of Home Affairs on your behalf, but please note that you do not need to use a Migration Agent to lodge any kind of visa application.

### Education Agents

Education Agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia.

Agents are experienced in assisting with international student applications and applying for visas. Most speak both English and the local language, so this makes the application process a lot simpler and generally hassle free for students and parents. Most do not charge for their service as they collect a commission from the Institute you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check our website to see a current list of agents we recommend.

**Note:** Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.

## Studying with Outsource Institute of Technology

Outsource Institute offers the following courses to students studying on an international student visa:

### 1. RII60520 Advanced Diploma of Civil Construction Design CRICOS Course Code 110131G

Undertaking the Advanced Diploma of Civil Construction Design will prepare you for a future in civil construction projects and workforces. This course has been designed by Outsource Institute to simulate real world civil construction responsibilities, ensuring you graduate with a strong insight into the daily activities involved in civil construction. This course will teach you to perform tasks that are broad, specialised, complex and technical in nature. You will learn to be responsible for the design of complex projects and to demonstrate the self-directed application of theoretical and technical knowledge. You will graduate confident in your ability to initiate solutions to a host of technical and management problems, as well as client requirements.

You can also view Outsource Institute's list of current courses available to international students on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

### Accredited Training Programs

Accredited programs are competency based which means that training and assessment focus on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

The specific skills and knowledge required for particular workplace activities are set out in Units of Competency which can be grouped together to formulate the completion of a nationally recognised qualification. Nationally recognised qualifications are outlined in Training Packages. These can be viewed at <https://training.gov.au/>

For the most up to date Course details including costs and durations visit our website and our listing on training.gov.au: <https://training.gov.au/Organisation/Details/31560>

Students must attend a minimum of 20 hours of classes per week at Outsource Institute's campus or as per your timetable if there is an approved online/distance component in your course.

For further details of individual course requirements including the entry requirements (academic and English language level), course credit/RPL, content, duration and cost, assessment methods and modes of study, please refer to the individual course marketing material found on our website.

**Note:** Fees are subject to change.

Outsource Institute has no agreements with any other party in the delivery of the courses offered to students studying on an international student visa.

There is no work-based training associated with the courses offered to students studying on an international student visa.

### Course Credit / Recognition of Prior Learning

Course credit / Recognition of Prior Learning (RPL) is defined as:

*'Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, includes academic credit and recognition of prior learning.'*  
National Code 2018.

Students that already have a Statement of Attainment for a Unit of Competency may apply for course credit. Course credit may reduce the length of a student's course.

Students that believe they already have the skills and knowledge required to demonstrate competency can request RPL. RPL may reduce the length of a student's course.

Outsource Institute requires students to complete the Application for Recognition of Course Credit/RPL Form for assessment by the relevant trainer/assessor. Evidence is required to substantiate previous knowledge/qualifications. Outsource Institute may require students to complete an assessment to demonstrate competency.

If Outsource Institute grants the student course credit/RPL which leads to a shortening of the student's course before the student visa is granted, the Confirmation of Enrolment will indicate the actual net course duration for the course.

If course credit/RPL is granted after the student's visa is granted, any change of course duration will be reported to the Department of Education, Skills and Employment (DESE) via PRISMS within 14 days after the event as specified under Section 19 of the ESOS Act.

For further information about course credit, please view the Course Credit / RPL Policy and Procedure available on our website or request a copy.

### **General Entry Requirements**

International students must meet the following requirements:

#### **1. RII60520 Advanced Diploma of Civil Construction Design CRICOS Course Code 110131G**

- ✓ English requirement: IELTS- 6, TOEFL IBT 46-59, PTE 43-50
- ✓ Academic requirements: Completion of Year 12 or equivalent. Non-school-leavers must have relevant work experience or qualification that indicates likely success of course completion.
- ✓ Experience: An appropriate candidate for entry into the Advanced Diploma of Civil Construction Design - RII60520, ideally will have a minimum of two (2) years' experience working in engineering within the public works sector including but not limited to roads, bridges, canals, dams, airports, sewage systems, pipelines, structural components of buildings, and railways.
- ✓ \*Note: Every application is assessed individually.



## FEE SCHEDULE 2024

<b>Application for enrolment Fee: (non-refundable)</b>	\$500	
<b>Non-Tuition Fees:</b>	Overseas Student Health Cover:	Refer written Student Contract
	Airport Pick-up:	Refer written Student Contract
<b>RPL/Credit Transfer Application Fee:</b>	\$500	
<b>Resources Fee: (textbooks)</b>	\$150	
<b>Photocopying Fees:</b>	<p><b>On campus, within the technology park complex, please visit:</b></p> <ul style="list-style-type: none"> <li>• MBE 119/7 Clunies Ross Court Eight Mile Plains Queensland 4113</li> </ul> <p><b>Off campus, options include [but are not limited to]:</b></p> <ul style="list-style-type: none"> <li>• Your local library</li> <li>• Officeworks</li> </ul>	
<b>Additional Fees:</b>	Re-issue of Certificate:	\$60
	Re-issue of Student ID:	\$30
	Re-issue of resources:	\$150 per textbook
<i>* Fees are subject to change without notice. Please contact us for further information</i>		

## Legislation

### Current CRICOS legislation

Links to the current CRICOS legislation are provided below:

- [Education Services for Overseas Students Act 2000 No. 164, 2000](#)
- [The Education Services for Overseas Student \(ESOS\) Regulations 2019](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

### Legislation Information for International Students

The Education Services for Overseas Students Framework (ESOS) that includes the ESOS Act 2000, ESOS Regulations and National Code and related laws, set out the requirements for providers who deliver education services to international students on a student visa. These laws protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

For further information on Australian Legislation and how it affects international students, please visit the following pages on the Department of Education and Training website:

- ESOS Legislative Framework <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- International student fact sheet <https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

In addition:

- if offering vocational education and training (VET) courses, the provider must comply with the [VET Quality Framework](#), and
- if offering English Language Intensive Courses for Overseas Students (ELICOS), the provider must comply with the [ELICOS National Standards](#).

### Visa Information

For visa information, please visit the following pages on the Department of Home Affairs website:

- Vocational Education and Training Sector visa <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
- Student visa conditions <http://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

## Policies and Procedures

Students must abide by the following policies and procedures:

### Student Code of Behaviour / Rules

1. Outsource Institute prohibits the use of illegal drugs, the consumption of alcohol, and the possession of prohibited or dangerous articles at any course.
2. Mobile phones and pagers should be turned off before entry into classrooms or any training/assessment environment unless prior arrangements have been made with the Trainer or person in charge.
3. Students must follow the directions of their Trainer at all times.
4. Students are required to wear appropriate safety clothing and use equipment safely.
5. Students must not use inappropriate or offensive language, signs, or gestures.
6. Violent behaviour will not be tolerated.
7. Weapons cannot be carried onto the Institute premise.
8. Racist behaviour will not be tolerated.
9. Sexual harassment will not be tolerated.
10. English is to be spoken during class at all times.
11. Fees must be paid as per the due date on the agreement/invoice.
12. An individual's property is to be respected and not interfered with, without prior consent. Look after your own possessions, Outsource Institute accepts no responsibility for personal property being lost or stolen.
13. Nobody has the right to interfere with another's ability to learn through disruption of classes or harassment of any kind.
14. No aggressive physical contact or verbal abuse is to occur between any persons at any time.
15. Smoking is not permitted inside training facilities; Australian Law must be followed.
16. Drinking alcohol is not permitted inside training facilities.
17. Eating or drinking is not permitted in any space other than the designated areas.
18. Clothing and behaviour should be appropriate and not cause offence to anyone.
19. Students **MUST** advise the Institute of any change to their contact details including address, mobile telephone number, email & emergency contact details, within seven (7) days of the change, to the Institute.
20. Students are expected to be genuine/bona fide students in Australia that are here to study and complete their course/qualification and therefore must attend class and progress in their course. Refer to our Monitoring Course Progress and Monitoring Course Attendance policies for further details.
21. Outsource Institute respects your right to be treated fairly and to learn in an environment free of discrimination and racial, sexual, or other harassment. Students are expected to conduct themselves in a manner that will not discredit themselves or Outsource Institute. Acts which seriously interfere with the basic purposes, necessities, and processes of the academic community or which deny the essential rights, health, and safety of other members of the community are prohibited and will not be tolerated. By signing your enrolment form, you agree to abide by Outsource Institute's regulations and its code of conduct for students.
22. Plagiarism will not be tolerated. Plagiarism is a type of **intellectual theft**. All work that you submit must be your own. You will sign a declaration at the start of each assessment that this is the case. **Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Outsource Institute.** To help you understand, the following are examples that constitute plagiarism:
  - Copying sections of text and not acknowledging where the information has come from.

- Merging together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response.
  - Presenting work that was done by you as part of a group, as your own.
  - Using information (pictures, text, designs, ideas etc.) and not citing the original author(s).
  - Unintentionally failing to cite where information has come from.
23. It is expected that students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others. Examples of student misconduct include, but are not limited to:
- Academic misconduct including plagiarism and cheating.
  - Harassment, bullying and/or discrimination.
  - Falsifying information.
  - Any behaviour or act that is against the law.
  - Any behaviour that endangers the health, safety, and wellbeing of others.
  - Intentionally damaging equipment and/or materials belonging to Outsource Institute and/or a partner organisation such as a school or workplace.

All disciplinary matters will be handled by the Managing Director. The consequences for misconduct depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning);
- Suspension or expulsion from the course;
- Student to reimburse the costs incurred by any damage caused;
- Cancellation of the course without refund and/or credit;
- Matter referred to the police.

For the most current versions of our policies and procedures please click on hyperlink below or visit our website. If you are unable to access our website, please contact us for to have a soft copy emailed to you.

**Policy and Procedure – Marketing Information and Practices – National Code Standard 1**

**Policy and Procedure – Course Credit and Recognition of Prior Learning – National Code Standard 2**

**Policy and Procedure – Recruitment of an International Student – National Code Standard 2**

**Policy and Procedure – Formalisation of Enrolment and Written Agreements – National Code Standard 3**

**Policy and Procedure – Refund Policy and Procedure – National Code Standard 3**

**Policy and Procedure – Education Agents– National Code Standard 4**

**Policy and Procedure – Younger Overseas Students – National Code Standard 5**

**Note:** Outsource Institute does not enrol international students under 18 years of age

**Policy and Procedure – International Student Support Services – National Code Standard 6**

**Policy and Procedure – International Student Transfer – National Code Standard 7**

**Policy and Procedure – Monitoring Course Attendance – National Code Standard 8**

**Policy and Procedure – Monitoring Course Progress – National Code Standard 8**

**Policy and Procedure – Completed within Expected Duration of Study – National Code Standard 8**

**Policy and Procedure – Deferring, Suspending or Cancelling an International Student’s Enrolment – National Code Standard 9**

**Policy and Procedure – International Students Complaints and Appeals – National Code Standard 10**

**Note:** This policy is also available in full in the International Student Contract, along with the Refund Policy and Procedure.

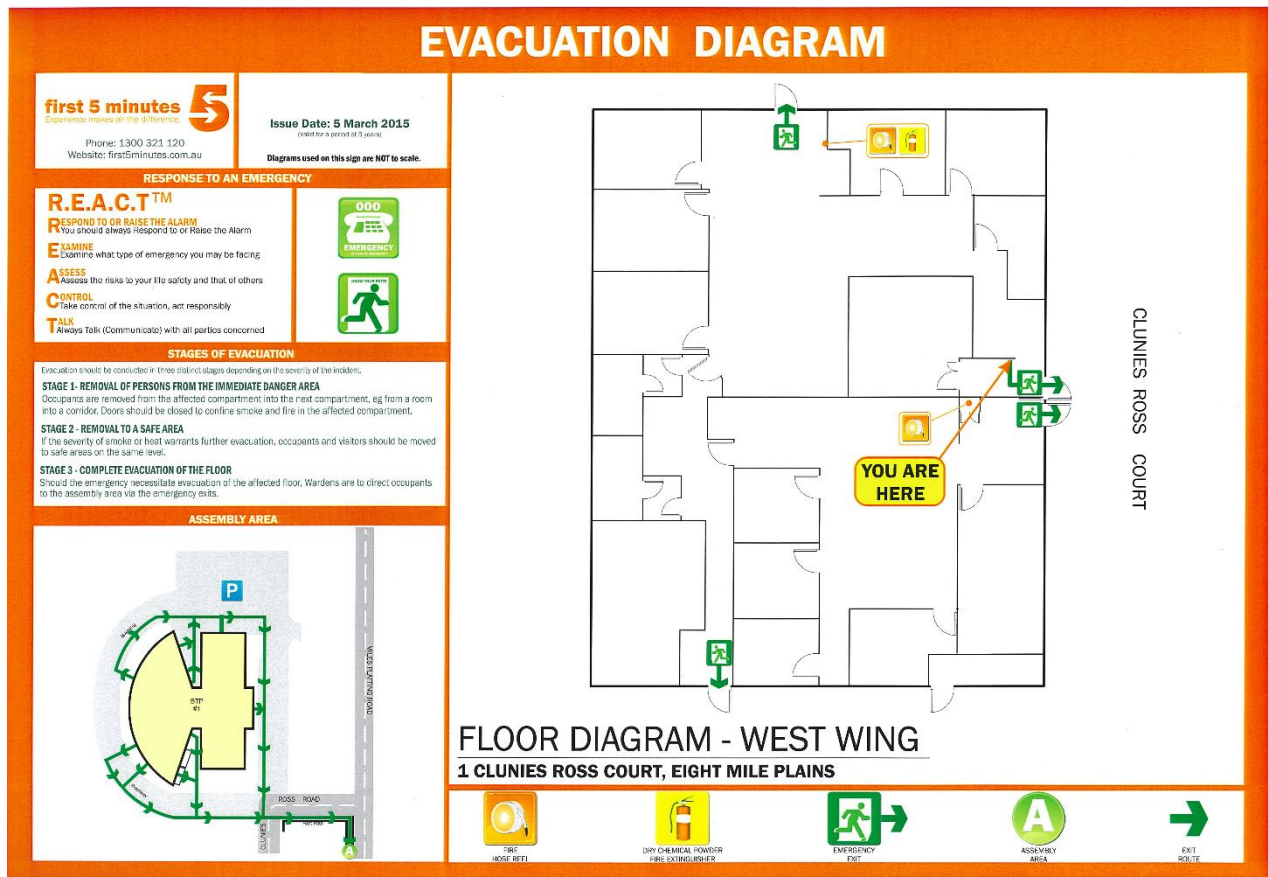
## Summary of Critical Incident Policy and Procedure

Outsource has emergency evacuation procedures in place.

In the instance of an evacuation students must follow the directions of their Trainer and the Fire Wardens who will be identifiable by red hard hats they will be wearing.

An evacuation diagram is displayed in the reception area and states the exits, assembly areas and the location and type of emergency equipment available onsite e.g., fire extinguishers. An example evacuation diagram is provided below. Please refer to the Student Support Services Policy and Procedure – National Code Standard 6 in full for further information.

### Example Evacuation Diagram



## Student Declaration

- ✓ I have read and understand all of the information contained in this International Student Handbook, the links provided and recommended websites.
- ✓ I am aware of the restrictions placed on my enrolment as I am on an International Student Visa, including:
  - Completing the course within the duration specific on the Confirmation of Enrolment (CoE);
  - Maintaining satisfactory attendance and academic progress;
  - Maintaining approved Overseas Student Health Cover (OSHC) while in Australia;
  - Remain with my principal education provider for six (6) calendar months, unless issued a letter of release from a provider to attend another institution;
  - Notify my training provider of my Australian address and any subsequent changes of address, phone, emergency contacts/next of kin, or email within seven (7) days; and
  - I am only allowed to work up to 40 hours per fortnight during school study periods.
- ✓ I have been provided with information regarding:
  - The requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and course credit if applicable;
  - The CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
  - Course duration and holiday breaks;
  - The course qualification, award or other outcomes;
  - Campus locations and facilities, equipment and learning resources available to students;
  - The details of any arrangements with another provider, person or business who will provide the course or part of the course;
  - Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies;
  - The grounds on which the overseas student's enrolment may be deferred, suspended or cancelled
  - The ESOS Framework, including official Australian Government material or links to this material online; and
  - Accommodation options and indicative costs of living in Australia.
- ✓ I understand the student responsibilities, code of behaviour/rules, conditions of enrolment, visa conditions and policies outlined in this Handbook and the links provided.
- ✓ I am aware of my obligation to pay all outstanding course fees and understand Outsource Institute of Technology will pursue outstanding fees under Australian Law.
- ✓ I am aware that I can only study with a CRICOS registered provider found at <http://cricos.education.gov.au/Institution/InstitutionSearch.aspx> whilst I am studying on an international student visa.

Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Unsigned declarations cannot be processed. Education Agents **CANNOT** sign on behalf of students. Please return this **signed declaration** with your **enrolment form** to Outsource Institute of Technology via: Email: [International@outsourceinstitute.edu.au](mailto:International@outsourceinstitute.edu.au).

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