



OXFORD
COLLEGE AUSTRALIA

LEARN . INSPIRE . SERVE



2025

Oxford College Australia

RTO No. 46183 | CRICOS. 042440

INTERNATIONAL
PROSPECTUS

Oxford College Australia
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Victoria, Australia

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🌐 www.oxford.edu.au

Version 02

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Welcome Message

Harbhajan Singh
CEO



Welcome to Oxford College Australia. At Oxford, we believe education is more than just a pathway — it is a powerful tool to unlock your potential and shape a brighter future. Our vision is grounded in a simple but profound idea: when people are empowered with the right knowledge, practical skills, and supportive guidance, they can achieve greatness.

As we work towards becoming Australia's preferred training provider, our focus remains firmly on quality, relevance, and student success. With a team of dedicated trainers and industry-connected professionals, we are committed to delivering job-ready training and nationally trusted assessments that truly prepare you for the real world.

We are here to support you every step of the way — whether you are beginning a new journey or advancing your career. The future is yours to shape, and we are honoured to be part of it. Let's begin this journey together.

About Oxford College Australia

At Oxford College Australia, we believe in the power of education to unlock potential and shape brighter futures. With a proud legacy of excellence, we have supported students from diverse cultural backgrounds through high-quality, practical training designed to meet real-world demands.

Our mission is to empower individuals with the skills, confidence, and knowledge to thrive in their chosen careers. We are committed to being Australia's preferred training provider—not just for students, but also for employers and industries who trust the quality and relevance of our programs.

At the heart of Oxford is a passionate team of trainers and support staff who foster an inclusive, dynamic, and student-centred learning environment.

We craft job-ready training, maintain strong industry partnerships, and continuously improve our strategies to meet the evolving needs of our students. We believe everyone has greatness within them. With the right support, tools, and practical education, you can achieve it.

Join us—and take the first step toward fulfilling your full potential.

Vision & Mission

Vision

To empower individuals through practical and relevant education, unlocking their full potential and creating a brighter, more fulfilling future. Oxford College Australia envisions becoming the preferred training provider across Australia—trusted by students, employers, and the broader industry alike.

Mission

Our mission is to deliver high-quality, job-ready training through student-focused programs, strong industry partnerships, and a passionate team of professionals. We are committed to equipping learners with the tools, knowledge, and support they need to achieve personal greatness and professional success.





Our Advantage

Education is the most powerful weapon which you can use to change the world.

Nelson Mandela

Student Focused

We place our students at the heart of every decision, from the way we create policies to the way we deliver programs. Our focus is to build an environment where you feel valued, supported, and empowered. Everything we do, every process and practice is designed to prioritize your success and personal growth.

Free Course Consultation

Finding the right course can shape your future, and we're here to make that journey easier. Our free consultation service helps you match your goals, interests, and career plans to the best course options available. We listen, advise, and guide you toward the educational path that fits you best.

Qualified Trainers

Our education team is made up of highly skilled, industry-experienced trainers who are passionate about teaching. They combine real-world knowledge with academic excellence to deliver practical, career-focused learning. With their guidance, you'll gain not just qualifications, but the confidence and skills needed to excel in your chosen field.

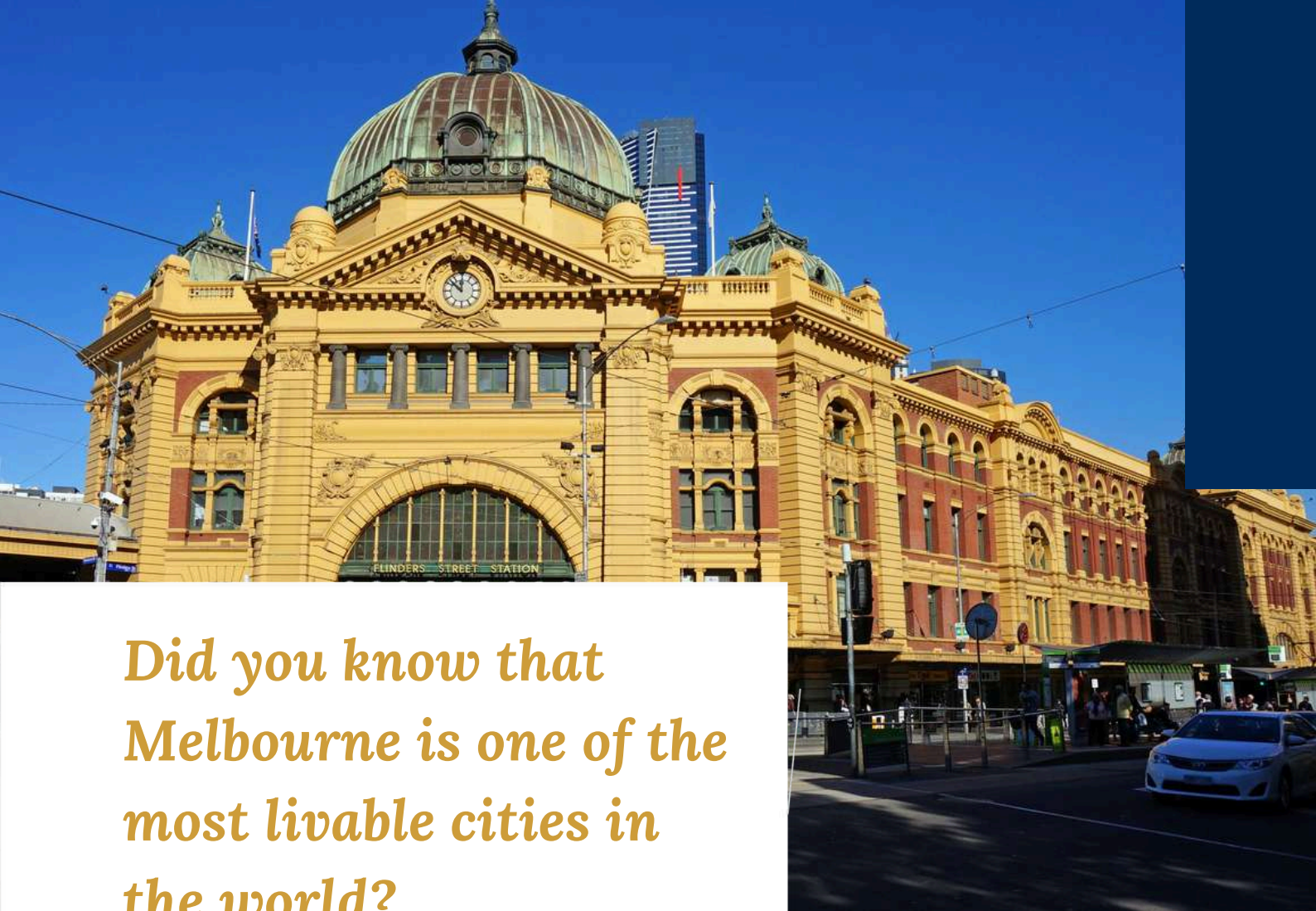
Our Campus

Bundoora, Melbourne

Located just 18 kilometers north-east of Melbourne's city center, our brand-new campus is situated at Warehouse 5, 2 Scholar Drive, Bundoora, Victoria. It's easily accessible via Tram Route 86, providing a direct link from the city. Our Bundoora campus combines a great location with a vibrant learning environment.

We are surrounded by open spaces and native parklands like the Keel Bundoora Sacred Tree, Heritage Trail, and Bundoora Park. Nearby, you'll find lively cafes, bakeries, grocery stores, UniHill DFO retail outlets, as well as gyms, medical centres, and a community centre, all within walking distance. Our campus is also close to La Trobe University and RMIT, connecting you to a vibrant student community. To enhance your experience, Oxford College Australia provides:

- Free WiFi
- A resource room
- Break-out areas
- Private meeting rooms
- Disability access and facilities



Did you know that Melbourne is one of the most livable cities in the world?

Melbourne is Australia's second-largest city, home to a vibrant population of nearly five million people. Its rich mix of cultures, ethnic backgrounds, and religions creates a welcoming and dynamic community. Melbourne's unique lifestyle and thriving culture make it the perfect place for both learning and living. There is always something to explore — from world-class dining and sightseeing to scenic walks and relaxing days at Melbourne's beautiful beaches.



\$4.21

Cup of Coffee



\$165.60

Public Transport
(Monthly)



5M

Population



14°- 26°C

Average
Temperature

Living in Melbourne



Accommodation

Melbourne offers a wide range of quality accommodation, from apartments and townhouses to shared houses. You can live independently or share with others, depending on your preference and budget. City living is more expensive, while suburban areas offer more affordable rental options.



Living Expenses

Living costs in Melbourne are estimated at AUD\$24,505 for a student per annum, (Home Affairs, 2019). Dependent children's school fees range from AUD\$8,296 to AUD\$34,200. Planning ahead for living and education expenses is essential.



Transport

Melbourne, Australia's second-largest city, has an extensive public transport system making it easy to get around. Our campus is conveniently located near tram and bus stops, just 30 minutes from the city centre. A Myki card gives you access to all public transport in Melbourne.



Entertainment

Melbourne is known for its beautiful parks, historic buildings, theatres, galleries, and vibrant foodie and festival culture. It's also a hub for shopping, music, and world-famous sporting events. Discover what's happening at sites like [timeout.com](https://www.timeout.com/melbourne), [theurbanlist.com](https://www.theurbanlist.com), and [whatson.melbourne.vic.gov.au](https://www.whatson.melbourne.vic.gov.au).



Food

Melbourne's markets and supermarkets offer a wide range of fresh produce, spices, and international foods. Restaurants and cafes across the city serve cuisines from around the world, including Turkish, Middle Eastern, and Indian. Several great eateries are also within walking distance of our campus, you will be spoiled for choice!



Recreation

Bundoora is an affordable, multicultural suburb with plenty of amenities nearby. Within 10 minutes of our campus, you'll find parks, shopping centres, gyms, and recreational facilities. Lakes, cycling tracks, basketball courts, and walking trails are all just a short stroll away.

Useful Websites

Accommodation

[realestate.com.au](https://www.realestate.com.au)
[flatmates.com.au](https://www.flatmates.com.au)
[sharehouses.com.au](https://www.sharehouses.com.au)

Communication

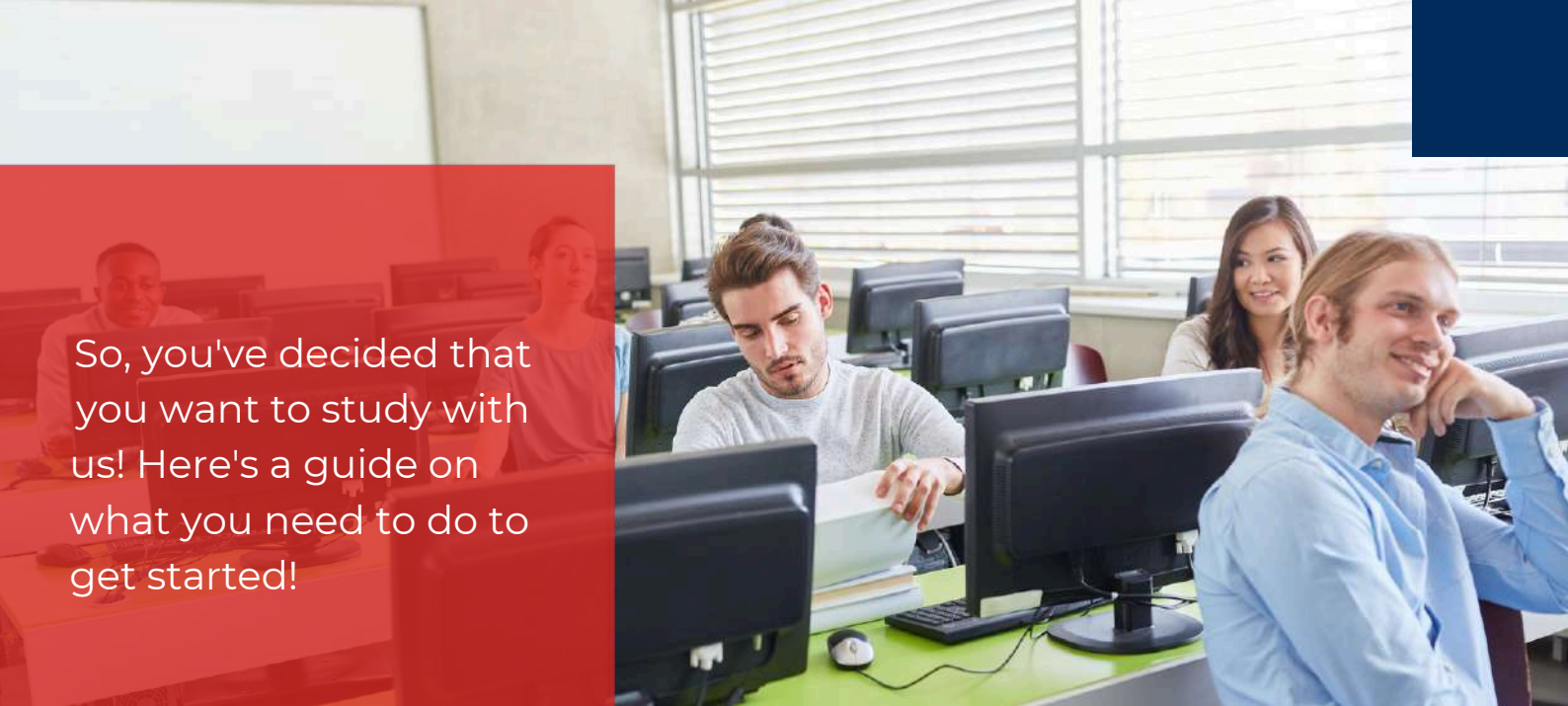
finder.com.au
[whistleout.com.au](https://www.whistleout.com.au)

Transportation

ptv.vic.gov.au
[carsales.com.au](https://www.carsales.com.au)
[gumtree.com.au](https://www.gumtree.com.au)

Immigration

ptv.vic.gov.au
[carsales.com.au](https://www.carsales.com.au)
[gumtree.com.au](https://www.gumtree.com.au)

A photograph of four students in a computer lab. In the foreground, a young man with long hair and a beard is looking at a computer screen. Behind him, a young woman is also looking at a screen. To the right, another young man is smiling and looking towards the camera. In the background, another student is visible. The lab has large windows with blinds and several computer monitors on desks.

So, you've decided that you want to study with us! Here's a guide on what you need to do to get started!

Enrolment & Visa information

01 Understand Course Entry and Visa Requirements

To get started, choose a course that aligns with your career goals and make sure you meet the entry requirements. You'll need to have completed Year 12 (or an equivalent qualification) and meet all other listed criteria. If you're an international student, you must also satisfy the visa requirements before applying. For full details, visit the Department of Home Affairs website.

Choose Your Course and Enrol

Select your preferred course and complete the enrolment form on our website. International students must also provide required documents (e.g., notarised passport, birth certificate, academic qualifications) and pay the application fee. After applying, you'll be invited for an enrolment interview and may be asked to complete a Core Skills Indicator assessment to help us assess your learning and technical skills for the course.

02

03 Confirmation of Enrolment and OSHC

If you are accepted into the course, you will receive a Confirmation of Enrolment (CoE) from us. International students must first complete and return the Offer and Acceptance form. You'll also need to purchase Overseas Student Health Cover (OSHC). Once we receive your signed form, payment, and OSHC details, we will issue your CoE, which you'll need to apply for your student visa.

Apply for Your Student Visa

Gather all required documents and lodge your student visa application — either through an agent or by yourself, online or in person. Processing times can vary, so it's best to apply as soon as you receive your CoE.

04

05 Organise Your Flight and Move to Melbourne

Once your visa is approved, start planning your move! Send us your flight details at least one week in advance so we can welcome you at the airport and help you settle in.



Your Safety and Peace of Mind is Our Priority



01

KNOW YOUR RIGHTS

Oxford College Australia is a registered training organisation (RTO) regulated by ASQA. You can find our details on the Australian Government's National Register: Complete the online application form available on our website: www.reallygreatsite.com. We comply with Australia's Consumer Protection Laws, Standards for RTOs 2015, and the National Code 2018. Please read our International Student Prospectus, Handbook, and the ESOS framework to understand your rights before enrolment



02

CONFIRMATION OF ENROLEMENT (COE)

Your CoE documents will be issued directly by Oxford College Australia. We will send a copy of your CoE within 24 hours of receiving your signed Acceptance Agreement and initial payment. Please note, Education Agents are not authorised to issue CoE documents.



03

PAYEMENT OF FEES

For your safety, please make payments directly to Oxford College Australia only after receiving an official invoice. Our Education Agents are not authorised to collect any payments. This policy protects you and ensures the integrity of our enrolment and payment process.



04

TUITION PROTECTION SERVICE (TPS)

The TPS is an Australian Government initiative that protects international students. Oxford College Australia is covered by TPS, ensuring you receive a refund if we are unable to deliver the course you paid for. We are committed to acting in your best interests and maintaining the highest standards of support.





To study in Australia, you will usually need to obtain an Australian Student Visa (subclass 500). If you would like to come to Australia for a short study tour, you may be eligible for a visitor's visa instead, which has less stringent requirements.

Australian Student Visa

01

ACCEPTANCE INTO AN APPROVED COURSE

Oxford College Australia is a CRICOS-approved provider (04244C), authorised to enrol international students. To apply for an Australian student visa, you must first be accepted into one of our CRICOS-approved courses. Students from certain countries must also meet English language requirements, typically an IELTS Academic score of 5.5 or equivalent (lower scores may be accepted with ELICOS programs — contact us for details).

FINANCIAL REQUIREMENTS

You must have sufficient funds to cover your living, travel, and tuition costs in Australia, especially if required by your visa conditions. According to the Department of Home Affairs, you should budget AUD\$21,041 for 12 months of living expenses. If you are bringing a partner or spouse, you'll need an additional AUD\$7,362, and for a child, an extra AUD\$3,152.

02

03

YOU ARE A GENUINE TEMPORARY ENTRANT

You must be able to show that your intentions in Australia are temporary and for the purpose of study. Refer to our Genuine Temporary Entrant statement info sheet to find out what you should include in your statement of purpose.

GOOD HEALTH AND CHARACTER

Some applicants may need to provide the Department of Home Affairs with a police clearance certificate to demonstrate good character. In some cases, applicants may also be required to complete a medical examination to confirm they are in good health.

04

05

OVERSEAS STUDENT HEALTH COVER (OSHC)

All international students are required to hold an OSHC policy while studying in Australia, unless they are citizens of Belgium or Norway. Students from Sweden who have health insurance through CSN International or Kammarkollegiet are also exempt. Oxford College Australia can assist you in comparing and purchasing the required OSHC — speak to us today!

Australian Student Visa Pre- Application



01 COURSE ACCEPTANCE

Apply to undertake a CRICOS approved course. When offered a place, accept the offer and pay your invoiced Fees.



02 OSHC COVER & FEES

Purchase your OSHC, provide your policy details to us and Pay your fees. We will then issue you with CoE.



03 COMPILE YOUR DOCS

- CoE.
- GTE statement & evidences.
- IELTS / TOEFL / PTE results.
- OSHC policy information.
- Financial evidence.
- Other relevant evidences.



04 APPLY FOR YOUR VISA

The final step is to submit your visa application and pay the required fees. You can apply directly at homeaffairs.gov.au or get assistance from a registered migration agent.



CERTIFICATE III IN CARPENTRY

Course CPC30220 | CRICOS code 115548H

This qualification has been developed against the national requirements for carpentry. This is a trade qualification for aspiring carpenters in residential and commercial workplaces, and includes learning how to set out, manufacture, construct, assemble, install and repair products made using timber and non-timber materials.

Who Should Apply

Applicants must be 18+ with a Year 12 certificate (or equivalent) and be physically fit for hands-on training tasks. Basic English, numeracy, and tech skills are required, along with access to a computer and stable internet. International students need IELTS 5.5 or equivalent (lower scores accepted with ELICOS packaging).

Course Units

There are a total of 34 units to complete the course, which include 27 core units and 7 elective units. Below are some of the units included in this course:

Type	Code	Unit
Core	CPCCCA2002	Use carpentry tools and equipment
Core	CPCCCA2011*	Handle carpentry materials
Core	CPCCCA3001*	Carry out general demolition of minor building structures
Core	CPCCCA3002*	Carry out setting out
Core	CPCCCA3003*	Install flooring systems
Core	CPCCCA3004*	Construct and erect wall frames
Core	CPCCCA3005*	Construct ceiling frames
Elective	CPCCCA3009*	Construct advanced roofs
Elective	CPCCCA3012*	Frame and fit wet area fixtures
Elective	CPCCCA3014*	Construct and install bulkheads
Elective	CPCCCA3018*	Construct, erect and dismantle formwork for stairs and ramps



COURSE DURATION
60 weeks (incl Holidays)



STUDY LOAD
Full-time



COURSE OFFERED (CAMPUS)
Melbourne



STUDY COMMITMENT
20 hours/week



STUDY MODE
Face to face classes



CAREER PATHWAYS

- Carpenter
- Commercial Carpenter
- Formwork Carpenter



STUDY PATHWAYS
Gain direct entry for selected Bachelor Degree course in our partnered Australian Universities.



COURSE OUTCOME
Nationally recognised/accredited Qualification at the Diploma Level, CPC30220 CERTIFICATE III IN CARPENTRY.



Diploma of Building and Construction (Building)

Course CPC50220 | CRICOS code 115547J

This trade qualification meets national standards for building and construction. It prepares aspiring professionals to apply structural principles, manage risks and finances, estimate costs, oversee contracts, select contractors, and manage residential and commercial projects.

Who Should Apply

Applicants must be 18+ with a Year 12 certificate (or equivalent) and be physically fit for hands-on training tasks. Basic English, numeracy, and tech skills are required, along with access to a computer and stable internet. International students need IELTS 5.5 or equivalent (lower scores accepted with ELICOS packaging).

Course Units

There are a total of 27 units to complete the course, which include 24 core units and 3 elective units. Below are some of the units included in this course:

Type	Code	Unit
Core	BSBOPS504	Manage business risk
Core	BSBWHS513	Lead WHS risk management
Core	CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
Core	CPCCBC4003	Select, prepare and administer a construction contract
Core	CPCCBC4004	Identify and produce estimated costs for building and construction projects
Core	CPCCBC4005	Produce labour and material schedules for ordering
Core	CPCCBC4008	Supervise site communication and administration processes for building and construction projects
Elective	BSBPMG532	Manage project quality
Elective	BSBPMG538	Manage project stakeholder engagement
Elective	CPCCBC4052	Lead and manage teams in the building and construction industry
Elective	CPCCBC5004	Supervise and apply quality standards to the selection of building and construction materials



COURSE DURATION

60 weeks (incl Holidays)



STUDY LOAD

Full-time



COURSE OFFERED (CAMPUS)

Melbourne



STUDY COMMITMENT

20 hours/week



STUDY MODE

Face to face classes



CAREER PATHWAYS

- Construction Manager
- Site Manager
- Building Inspector
- Building Consultant



STUDY PATHWAYS

Gain direct entry for selected Bachelor Degree course in our partnered Australian Universities.



COURSE OUTCOME

Nationally recognised/accredited Qualification at the Diploma Level, CPC50220 DIPLOMA OF BUILDING AND CONSTRUCTION (BUILDING).



Diploma of Business

Course BSB50120 | CRICOS code 115549G

This qualification has been developed against the national requirements for business. You will learn the core skills and knowledge required to carry out moderately complex tasks in a specialist field of experience that requires business operations skills.

Who Should Apply

Applicants must be 18+ with a Year 12 certificate (or equivalent) and be physically fit for hands-on training tasks. Basic English, numeracy, and tech skills are required, along with access to a computer and stable internet. International students need IELTS 5.5 or equivalent (lower scores accepted with ELICOS packaging).

Course Units

There are a total of 12 units to complete the course, which include 5 core units and 7 elective units. Below are some of the units included in this course:

Type	Code	Unit
Core	BSBCRT511	Develop critical thinking in others
Core	BSBFIN501	Manage budgets and financial plans
Core	BSBOPS501	Manage business resources
Core	BSBSUS511	Develop workplace policies and procedures for sustainability
Core	BSBXCM501	Lead communication in the workplace
Elective	BSBFIN502	Manage financial compliance
Elective	BSBFIN601	Manage organisational finances
Elective	BSBHRM525	Manage recruitment and onboarding
Elective	BSBHRM526	Manage payroll
Elective	BSBHRM529	Coordinate separation and termination processes
Elective	BSBHRM412	Supervise and apply quality standards to the selection of building and construction materials
Elective	BSBHRM521	Supervise and apply quality standards to the selection of building and construction materials



COURSE DURATION
52 weeks (incl Holidays)



STUDY LOAD
Full-time



COURSE OFFERED (CAMPUS)
Melbourne



STUDY COMMITMENT
20 hours/week



STUDY MODE
Face to face classes



CAREER PATHWAYS

- Office Manager
- Retail Manager
- Marketing Manager
- Business Analyst



STUDY PATHWAYS
Gain direct entry for selected Bachelor Degree course in our partnered Australian Universities.



COURSE OUTCOME
Nationally recognised/accredited Qualification at the Diploma Level, BSB50120 Diploma of Business.

Advanced Diploma of Business

Course BSB60120 | CRICOS code 115550C

This qualification has been developed against the national requirements for business. You will learn the carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

Who Should Apply

Applicants must be 18+ with a Year 12 certificate (or equivalent) and be physically fit for hands-on training tasks. Basic English, numeracy, and tech skills are required, along with access to a computer and stable internet. International students need IELTS 5.5 or equivalent (lower scores accepted with ELICOS packaging).

Course Units

There are a total of 10 units to complete the course, which include 5 core units and 5 elective units. Below are some of the units included in this course:

Type	Code	Unit
Core	BSBCRT611	Apply critical thinking for complex problem solving
Core	BSBFIN601	Manage organisational finances
Core	BSBOPS601	Develop and implement business plans
Core	BSBSUS601	Lead corporate social responsibility
Core	BSBTEC601	Review organisational digital strategy
Elective	BSBHRM614	Contribute to strategic workforce planning
Elective	BSBINS601	Manage knowledge and information
Elective	BSBSTR601	Manage innovation and continuous improvement
Elective	BSBAUD515	Evaluate and review compliance
Elective	BSBAUD601	Establish and manage compliance management systems



COURSE DURATION
76 weeks (incl Holidays)



STUDY LOAD
Full-time



COURSE OFFERED (CAMPUS)
Melbourne



STUDY COMMITMENT
20 hours/week



STUDY MODE
Face to face classes



CAREER PATHWAYS

- Marketing Manager
- Business Analyst
- Office Manager
- Business Consultant



STUDY PATHWAYS
Gain direct entry for selected Bachelor Degree course in our partnered Australian Universities.



COURSE OUTCOME
Nationally recognised/accredited Qualification at the Diploma Level, BSB60120 Advanced Diploma of Business



National Recognition

Our accredited courses follow nationally endorsed training packages. Upon successful completion, students receive an AQF qualification and a transcript of completed units. These qualifications are nationally recognised and valued across Australia. Certificates are issued within 20 working days of completing all assessments and fee payment.

Important Information

Who Is Responsible for Training?

OCA is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. We abide by the Standards for RTOs 2015 and the National Code 2018 at all times. Delivered by our expert Trainers and Assessors, our training programs have been developed in consultation with the industry – finding out what is needed in today's market, and what skills and knowledge our graduates must be equipped with in order to succeed. All training and assessment will take place at: Warehouse 5, 2 Scholar Dr. Bundoora, Vic, Australia

Student Support Services

OCA offers support in core skills, ICT, and learning assistance. If additional help is needed, we'll refer you to external services for financial, psychological, or legal support.

Unit of Competency

OCA has carefully selected and sequenced units based on industry input to ensure you're equipped with job-ready skills upon course completion.

Assessment

01 Knowledge Assessments

Students complete written (and some verbal) assessments independently, using course materials and other resources for research.

02 Practical Tasks

Students demonstrate practical skills in tasks like completing reports, preparing budgets, or installing materials, while being observed by an assessor.

03 Live Site Assessments

For CPC50220 only — students apply their skills on a real construction site, completing tasks under assessor supervision.

04 Project Work

Students complete projects based on real or simulated workplace scenarios, including documents like reports, memos, and presentations. Some projects may require presenting outcomes.

05 Written Reports

Students write reports based on real-world or case study situations, demonstrating research, analysis, and recommended actions.

OCA conducts assessments using a combination of realistic practical workplace tasks, live site assessments, project work, knowledge tests and response to case studies.

OCA Credit Transfer and Recognition of Prior Learning

OCA offers credit transfer for nationally recognised units of competency or modules you've previously completed, provided there are no licensing or regulatory restrictions. You may also be eligible for Recognition of Prior Learning (RPL) if you have relevant skills and experience from work, previous training, or other formal learning. RPL can reduce the number of units you need to complete in your course. If you're considering applying for credit or RPL, speak with us before enrolling to explore your options.



What's Included in My Tuition Fees



01 Tuition Fees

- **Face-to-Face Classes:** On-campus, hands-on learning led by qualified trainers with strong industry experience.
- **Extra Tutorials:** Additional sessions with your trainer before assessments, if needed.
- **Student Support:** On-campus support from a trained and dedicated student services team.
- **eLearning Platform:** Online access to learner guides and assessments from anywhere with internet access.
- **Resource Room:** Use of campus computers during operating hours.
- **Nationally Recognised Qualification:** Graduate with an Australian qualification valued by universities and employers nationwide.



02 Resource Fees

- **Printed Texts:** Learning textbooks (if applicable), printed assessment tools, and classroom worksheets.
- **Physical Materials (for Certificate III in Carpentry & Diploma of Building and Construction only):** Items like LVL beams, framing wood, and nails for hands-on training.
- **Toolkit:** Refer to the course information page for details on specific toolkit items included.

Notes

- **Local Students:** OCA does not collect more than AUD \$1,500 at any one time. Fees are spread evenly across the course duration.
- **International Students:** Tuition fees are invoiced in instalments, at least 30 days before term starts (unless enrolled within 30 days). Resource fees are included in the first instalment.
- **GST:** No GST is charged on nationally recognised courses. GST applies only to short courses and miscellaneous fees.
- **Certificates:** Issued only after full payment of all fees.
- **Student Expenses:** Students are responsible for their own costs (e.g. internet, travel, meals, stationery, etc.).
- **Consumer Rights:** Students retain their rights under Australian consumer protection laws regardless of enrolment terms or appeals processes.

Other Fees & Charges



Application Fees

AUD \$250



RPL Fees (per unit)

AUD \$300



Photocopy Fees

AUD \$10



**Re-issue of Certificate,
Qualification, Statement
of Attainment**

AUD \$100



Re-issue of Student ID

AUD \$100



**Replacement of issued
learning text or workbook**

AUD \$75



**Transfer of training
programs / courses**

AUD \$155



Re-enrolment Fees (per unit)

AUD \$500



Dishonor direct debit payment fee

AUD \$25

FAQs

What payment methods are available?

Payment methods include bank transfer, or credit / debit card. A 3.5% surcharge applies if paying via an international credit / debit card.

When do I pay?

Fees are due when you receive your acceptance offer or letter or invoice for your fees. Fees are to be paid upfront unless the student has been put on a full written, 7-day extension (maximum), granted from Oxford College Australia, unless otherwise advised.

You should make your fee payment (and / or enrolment acceptance) before class commencement date. If not, Oxford College Australia may cancel your enrolment or refuse to provide access to learning and assessment resources. Should you have difficulty paying your fees by the due date, please speak to our Student and Administration Support Manager to discuss any flexible payment options that may be available for your circumstance.

How do I set up a payment plan?

Should you wish to set up a payment plan, please speak with our Student and Administration Support Manager to discuss the possibility of a payment plan.

If a student is offered a payment plan and the student fails to meet the agreed payment plan terms, they may not be considered for subsequent payment plans. This may also be considered a breach of agreement and may be subject to cancellation. Failure to meet the payment plan, may result in the suspension of your student visa.

Do I pay GST in my tuition fees?

No – training tuition fees are GST exempt under section 38-B5 GSTR 2001/1 (Goods and Services Tax ruling). The ruling explains the supply of a course for 'professional or trade course' is GST- free. GST does apply to the cost of miscellaneous charges.

Responsibility for training quality

Oxford College Australia is responsible under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Standards for RTOs 2015 for the quality of the training and assessment provided. OCA is also responsible for the issuance of the Student Handbook and Certificate.

Tuition Assurance policy for International Students

Oxford College Australia is a CRICOS Registered RTO and is covered by the Australian Government's Tuition Protection Service (TPS). The Tuition Protection Service ensures your fees are protected and offers support if your education provider closes. You can find more information about the Tuition Protection Service website here: <https://tps.gov.au>

Can I get a refund?

For local students: Students who give notice to cancel their enrolment 10 business days or more prior to the commencement of a program, will be entitled to a full refund. Students who give notice to cancel their enrolment 9 business days or less prior to the commencement of a program will be entitled to a 75% refund of tuition fees paid. Students who withdraw within 10 business days of the course commencing, will be entitled to a 50% refund. Students who withdraw more than 10 business days after the course commences, are not entitled to a refund. Students who purchase and withdraw after 10 business days after the course has commenced their training will not be entitled to a refund for any of their units.

If a student is issued / has purchased a text, workbook, tools or learning materials, OCA does not refund the monies for them.

For international students: Please refer to the Refunds Table on the following page for specific reference for refunds for international students.

How do I get a refund?

To obtain a refund you are required to complete the Deferral, Suspension or Withdrawal form. If your deferral, suspension or withdrawal request is approved, you will be sent a Payment Refund Application Form to complete. Paid via electronic funds transfer using the authorised bank account. Refunds will be made in the same currency you paid your tuition fees unless this is not possible. All refunds are paid to the person who enters into the contract with OCA and approved within 10 working days from the time your refund request is approved.

Our guarantee to you

If, for any reason, Oxford College Australia is unable to fulfil our service agreement with a student, Oxford College Australia will refund the full fees paid.

Changes to terms and conditions

Oxford College Australia reserves the right to amend the conditions of the student's enrolment at any time. If changes are made that affect the student's enrolment, it will be advised in writing at least 7-days prior to the changes taking effect. Where notice is not possible, we will notify students within 7-days of the changes being published.

Notes

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Contact & Information

We are here to support your journey with the Oxford College Australia. Feel free to reach out to us:

Contact Information

Address

Warehouse 5, 2 Scholar Dr. Bundoora,
Victoria, Australia

Email

info@oxford.edu.au

Website

www.oxford.edu.au

Feel free to visit our campus or contact us through any of these platforms. We look forward to connecting with you!



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