

Student Prospectus



HIGHER EDUCATION





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Vision & Purpose

We support growth, advance knowledge and teach skills.

- Support growth in individuals, communities and economies.
- Advance knowledge through critical thinking, free intellectual inquiry and research.
- Teach skills for life-long learning, social impact, and meaningful careers.

Values

- Empowerment
- Excellence
- Respect
- Innovation
- Accountability

”



Perth, Western Australia

Welcome to Stanley College

A message from the Chair, Academic Board



Welcome to Stanley College

We are delighted that you are interested in joining us at Stanley College in Perth, Australia. Perth is the

largest city on Australia's Indian Ocean and it combines a good lifestyle and fabulous climate with strong commercial and transport links to Asia. It also is a centre for tertiary education in Australia.

Almost 2000 students from over 40 countries study with Stanley College in vocational education. Stanley College now brings its experience to the higher education sector and offers a Bachelor of

Business in its dedicated higher education campus, a few minutes to the west of the Central Business District. The Business degree produces graduates who are ready for employment, educating students to find jobs in today's work place and also be prepared with the communication, collaboration, management, leadership and entrepreneurial skills that will be required in the future.

You'll meet people from around the world, work together with industry and discover what you need to join tomorrow's global work force.

We look forward to seeing you on campus.

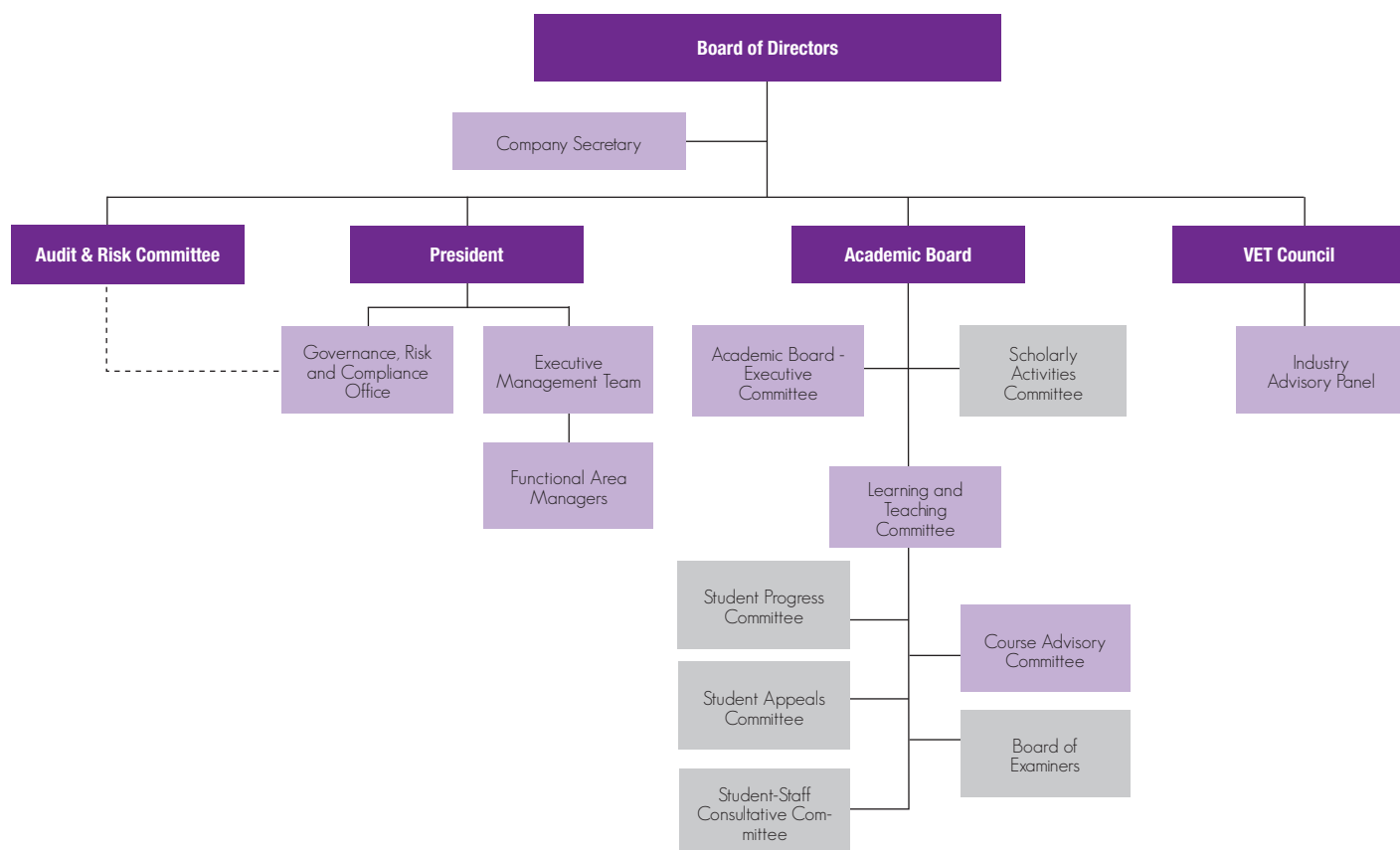
Professor Mark Israel

Chair of Academic Board

Organisational Structure

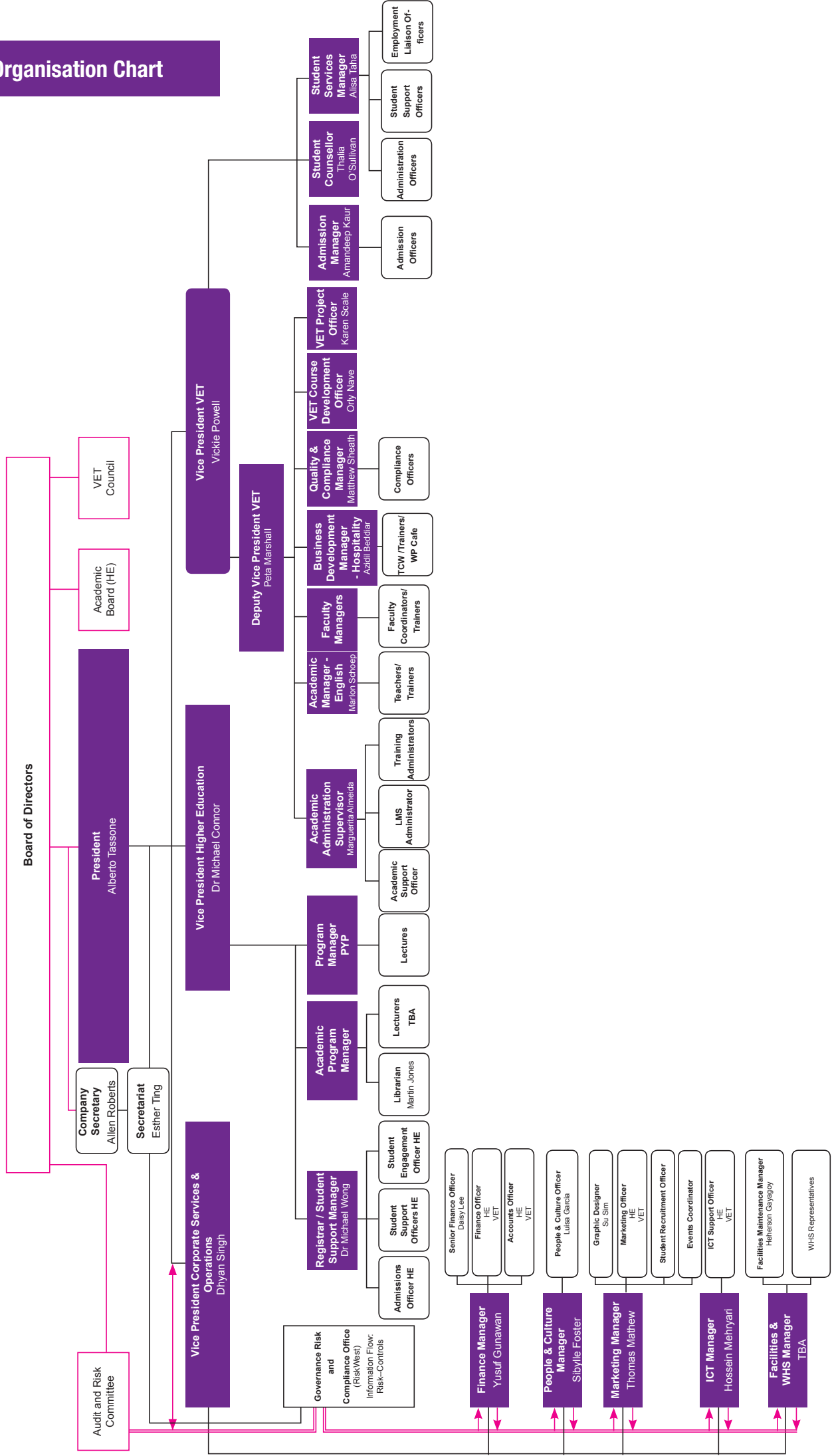
The Stanley College organisational chart outlines the structures managed by the President. The academic leadership team at the College is headed by the Vice President of Higher Education, with the academic and student support staff coming under this leadership.

Governance Structure



Not formed yet, provision made for.

Organisation Chart





Board of Directors

The governing body of Stanley International College Pty Ltd (trading as Stanley College) is the Board of Directors. The Board of Directors provides a mechanism to separate ownership, governance and management of the College and includes independent members who bring business, financial and educational expertise.

The Board of Directors approves vision, mission and strategic goals that have been developed cooperatively throughout the organisation and ensures that the College continues to meet its legal, regulatory, financial and social obligations and responsibilities.

The Board of Directors also appoints the College's President who is responsible for the day-to-day running of the College. The President convenes the Executive Management Committee, which implements policy and oversees administration of the functional areas of the College.

Stanley College is governed by the Board of Directors, which is made up of the following individuals:

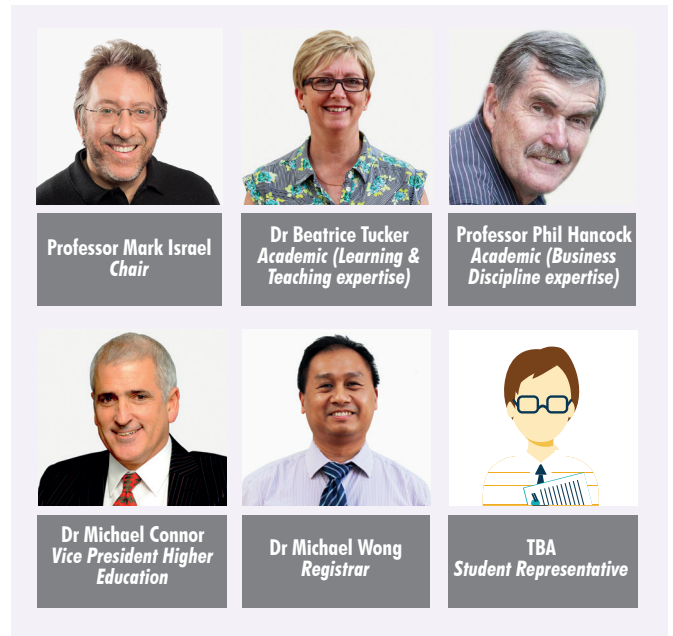
						
Alberto Tassone <i>President</i>	Suzanne Ardagh <i>Independent Chair</i>	Professor Mark Israel <i>Higher Education Expertise; Chair, Academic Board</i>	Neil Fernandes <i>Independent Director</i>	Dhyan Singh <i>Vice President Corporate Services & Operations, VET Expertise</i>	Mr Arthur John Griffith <i>Finance & Risk Expertise; Chair, Audit & Risk Committee</i>	Pia Turcinov <i>Business Expertise</i>

Academic Board

The Academic Board comprises academic staff from other higher education providers, industry practitioners, members of Stanley College's own academic staff, and a representative of the student body. As the peak academic body for higher education, the Academic Board is charged by the Board of Directors with ensuring academic quality and integrity and maintenance of the highest standards of learning and teaching. Its role extends to developing academic policy and oversight of academic administration.

The Academic Board convenes the Learning and Teaching Committee to advise on policy and practices related to higher education course development and delivery. It monitors and reports on quality assurance processes and ensures that day-to-day academic operations meet educational quality standards consistent with the Higher Education Standards Framework 2015.

The Academic Board also convenes a Course Advisory Committee for all higher education disciplines to provide advice on course proposals, applications for accreditation and the review of all existing courses. The role of external members in this committee provides an additional measure of quality assurance in Stanley College's courses.



Legal Status

Stanley International College Pty Ltd trading as Stanley College is established as an Australian Proprietary Company Limited by Shares with the Australian Securities and Investments Commission (ASIC), and by the company's Constitution. Stanley College is incorporated under the Corporations Act 2001 and was registered on 20 June 2008. ABN: 16 130 977 221; ACN: 130977 221. (A copy of the Constitution can be made available upon request).

Stanley College is registered with the Tertiary Education Quality and Standards Agency (TEQSA) as an approved Higher Education Provider (Provider Number PRV14050), and is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to offer Bachelor of Business (CRICOS Course Code: 0100538) degree to international students in Australia on a student visa.

Financial Standing

Stanley International College Pty Ltd (ABN: 16 130 977 221) provides the following information about the College's financial standing as required by TEQSA:

1. Auditor's Independent Declaration
2. Director's Declaration
3. Independent Auditor's Report
4. Tuition Assurance Details

The latest financial audit occurred in January 2018 and was conducted by Australian Audit, who found Stanley International College Pty Ltd to be financially viable as an incorporated company.



West Perth Campus

Stanley College's higher education courses are delivered at the West Perth campus which is within Perth's Free Transit Zone and has both train and bus services close by.

The campus is approximately 1.2 kilometres west of the Perth Central Business District (CBD) and enjoys the benefit of a two street frontage at Outram Street and Cook Street. It is just metres from the local retail and office precinct.

West Perth Campus Facilities

In 2017 Stanley College invested significantly to develop the West Perth campus into a modern facility for higher education. It is now our head office and houses:

- All higher education academic facilities
- Higher education administration and student services
- Social break-out spaces and covered verandas
- Kitchenettes on 2 floors
- Fully accessible ablution areas on all floors

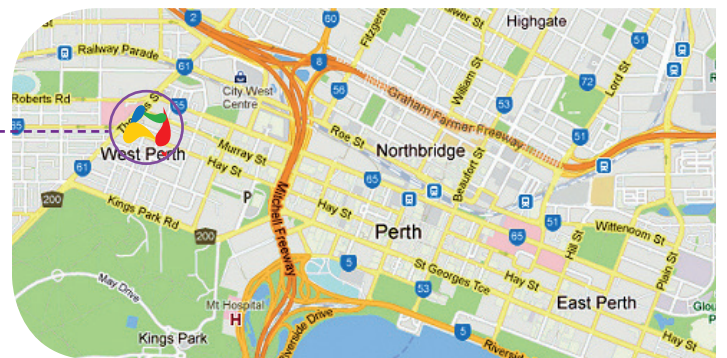


Image sourced from <https://maps.google.com.au/>

WHERE IS OUR CAMPUS? 69 OUTRAM STREET, WEST PERTH



12 minutes walk from City West Train station to West Perth Campus
(City West Train Station is on the Fremantle Line)

Our West Perth Campus is also located close to the FREE Yellow, Red and Green CAT stops.



Classrooms and Resources

With a generous floor area of 1,770sqm the campus learning spaces are spread over 3 floors and include:

- Two large lecture rooms (able to be combined for a total seating of 85)
- 12 smaller classrooms
- 2 conference/group study rooms
- Audio visual equipment and laptops available in all rooms
- The Library, located on the ground floor includes:
 - 34 student computers,
 - 2 meeting rooms
 - Printer/scanner
 - 3 flat screen TVs
 - Projection equipment
 - Hard copy collection room
 - Café and break out zone

Collections available through the library include:

1. Prescribed textbooks

Textbooks, either e-copy or hardcopy, are included in the course materials fee and are provided to the students. Hardcopies of the textbooks also are kept in the library.

2. Course Readings

These are required readings indicated by course unit outlines and are available via the Learning Management System or Closed Reserve collection. Peer-reviewed academic journals and articles are available to all Stanley College students via ProQuest, a premium scholarly database.

3. Recommended Readings and Resources

These are suggested resources curated by the library and available through library databases or the Learning Management System. These materials further practical knowledge and include various internet resources and apps.



HIGHER EDUCATION at Stanley College

At the global level, Stanley College aims to be a valued contributor to global economies and communities and hence recognised as an important educator in the knowledge economy. It seeks networks and partnerships with business and higher education providers to produce unique, niche courses that cannot be easily compared to more mainstream offerings from universities or other higher education institutions.

In essence, we seek to:

Offer students a quality higher education course that is relevant to their work, career and entrepreneurial prospects in the current market

Stanley College's Bachelor program is pertinent to industry. It is practical, and engages with real business whilst building a portfolio of skills. The degrees are designed to produce graduates that can be specialists in their field with greater entrepreneurial confidence.

STANLEY COLLEGE COURSE:

► Bachelor of Business

HIGHER EDUCATION COURSES

All higher education courses are accredited with TEQSA and meet the requirements for the relevant level of study on the Australian Qualifications Framework (AQF). The College is accredited by TEQSA to deliver the following higher education courses of study:

- Bachelor of Business - 3 years full-time, CRICOS Course Code: 0100538 (see course page 10 for more information)

The Academic Board holds regular discussions on industry trends to determine whether new courses are required and courses will be added to this list as they are accredited by TEQSA.

STUDENT ENROLMENTS

Stanley College is projected to enrol 30 students in 2019:

Courses – West Perth campus	2019 enrolment
Bachelor of Business	30



Graduates may also be able to pursue a Master of Business Administration (MBA) degree or other postgraduate program after completion of the Bachelor degree.

STANLEY COLLEGE IS A MODERN AND INNOVATIVE HIGHER EDUCATION INSTITUTION OFFERING STUDENTS:



Strong emphasis on **practical application and relevance** as opposed to only the traditional approach of 'textbook theories'



Helpful team of Student Support Officers who are attentive to student needs, and are committed to resolving student issues and **ensuring student satisfaction** with their study experience



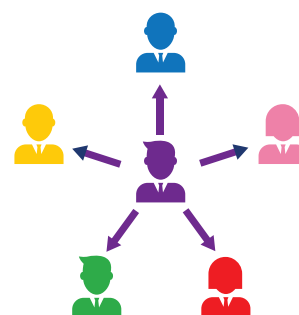
A range of **FREE study support workshops** such as academic writing and referencing, in addition to regular industry engagement workshops delivered by discipline experts



Courses with a **focus on innovation** and collaboration to enhance creativity and problem-solving skills



Academic rigour together with sensible **business proficiency skills** and specific **entrepreneurial mastery** that enable students to be confident to pursue their chosen venture



Cross-disciplinary experiences between various areas of business enhancing diversity of thought



An **online library database** to support teaching and learning activities, and a physical library at the West Perth Campus



A customer-centric approach in interactions with the students and **treat each and every student like a VIP**



Employment assistance for students via two dedicated employment liaison officers who assist with finding part-time employment for current students



Modern facilities within a dedicated campus setting that encourages each student to feel like part of the community



A **commitment** to assisting and **supporting each student** in a manner that will help you achieve your goals.

Bachelor of Business

The Stanley College Bachelor of Business (BBus) is a broad-based and comprehensive course. The course is designed to offer both breadth and depth in core business areas and to provide graduates with a wide range of knowledge, critical reasoning skills and abilities needed in contemporary business. The BBus course meets the requirements of an AQF level seven qualification upon completion.

The BBus consists of six semesters and incorporates 24 units delivered over a period of three years for a full-time study load. Part-time or reduced study load enrolment is available and must be completed within six years.

Course approach

The curriculum progresses from fundamental subject areas in the first year, through slightly more specialized topics in the second, to themes and activities central to which is a Work Integrated Learning (WIL) placement in the third year.

WIL is essential to the approach taken by the course. WIL activities will be staged progressively with the objective of leading students towards an optimal workplace experience. Thus, these activities will tend to focus on self-awareness and development in the first year, knowing the Australian workplace in the second, and on application of learning adapted to a business work placement in the final year. Many assessment

assignments can reflect specific interests in these areas, and students will be guided in keeping a portfolio of evidence of how their course learning contributes to the development of their personal, professional, and employability skills. Students will select, for inclusion in their Portfolios, specific assessment tasks they have completed, with lecturer feedback, along with reflective notes of their own, and, where appropriate, peer feedback.

The WIL learning experience, incorporated throughout each year of the curriculum, will provide students with the ability to meet the demands of industry and contribute to society. The Business Practicum unit in the final year offers students the opportunity to work within a business or organisation to consolidate personal confidence, discipline knowledge and employability skills. Graduates will be able to communicate in a persuasive manner, think critically, contribute to solving business problems, and use initiative to undertake innovative projects in a professional manner and in accordance with ethical business practices. Graduates will also become responsible, self-managed, lifelong learners who positively contribute to communities. They will aspire to become members of professional groups, organisations and industry peak bodies. Finally, graduates will gain the skills, knowledge and attributes to achieve their personal goals and ambitions and/or to pursue post-graduate studies.

COURSE STRUCTURE

FIRST YEAR UNITS			SECOND YEAR UNITS			THIRD YEAR UNITS		
SEMESTER 1			SEMESTER 3			SEMESTER 5		
Core	CREDIT POINTS		Core	CREDIT POINTS		Core	CREDIT POINTS	
BUS101 Academic and Business Communication Skills	10		BUS201 Organisational Behaviour	10		BUS301 Leadership	10	
BUS102 Marketing Principles	10		BUS202 Human Resource Management	10		BUS302 International Business	10	
BUS103 Management Fundamentals	10		BUS203 Business Law	10		BUS303 Business Practicum	10	
BUS104 Digital Media for Business	10		BUS205 Consumer Behaviour	10		BUS304 Project Management	10	
SEMESTER 2			SEMESTER 4			SEMESTER 6		
Core	CREDIT POINTS		Core	CREDIT POINTS		Core	CREDIT POINTS	
BUS105 Business Information Systems	10		BUS204 Business and Society	10		BUS305 Change Management	10	
BUS106 Accounting Fundamentals	10		BUS206 Business Ethics and Governance	10		BUS306 Applied Business Project	10	
BUS107 Economic Principles	10		BUS207 Business Finance	10		BUS307 Strategic Thinking	10	
BUS108 Fundamentals of Entrepreneurship	10		BUS208 Business Analytics	10		BUS308 Business Research Fundamentals	10	

Bachelor of Business BBus

CRICOS Course Code 0100538

DURATION

3 years full-time (15 weeks per semester)
Part-time or reduced study load enrolment for domestic students is available and must be completed within six years.

TOTAL UNITS

24 core units

COURSE REQUIREMENTS:

To graduate with a Bachelor of Business, students must complete a total of 240 credit points.

MODE OF DELIVERY

- Face-to-face
- Work integrated learning (WIL)

INTAKES 2019

August

COST (2019)

Tuition fees: \$16,500 per year (Total = \$49,500)

PATHWAYS TO POSTGRADUATE STUDY

Graduates may be able to pursue a Master of Business Administration (MBA) or another postgraduate course after completing the Bachelor degree.

EXPECTED GRADUATE EMPLOYMENT OPPORTUNITIES

- Small Business Owner / Entrepreneur
- Project Manager
- Operations Manager
- Retail Manager
- Executive Manager
- Office Manager
- Supervisory Manager/Manager in Training
- Business Analyst
- Operational Researcher
- Sales Executive
- Department Manager
- Administration Manager

COURSE LEARNING OUTCOMES (CLOs)

Student who completes Stanley College Bachelor in Business will be able to:

1. **Knowledge**
Demonstrate a coherent body of knowledge with depth in areas that include:
 - a. the underlying principles and concepts of business operations
 - b. the relevance of appropriate theory to business practice
 - c. the principles and values of ethical business practice

Skills

2. **Communication and Collaboration**
 - a. Demonstrate effective written and spoken communication with a variety of professional and non-professional stakeholders and audiences
 - b. Collaborate effectively with a range of professional and non-professional partners and stakeholders
3. **Self-Management**
Demonstrate self-management through their ability to:
 - a. Learn and work independently and in collaboration with others
 - b. Critically self-assess and reflect on their capabilities and performance, and
 - c. Effectively utilise feedback, to support their own professional and personal development
4. **Judgement and Ethics**
Demonstrate integrity and accountability by responding critically and ethically to issues and dilemmas in a business context.
5. **Critical Thinking**
Critically review, analyse, consolidate and synthesise technical and theoretical knowledge about business and management practices
6. **Application of Knowledge and Skills**
Creatively apply theoretical and technical knowledge and skills in diverse business contexts to:
 - a. Address core business operations,
 - b. Respond innovatively to challenges in business





Entry Requirements

Our entry requirements include alternate entry pathways and the recognition of appropriate previous study. If you wish to apply for credit for individual units, please refer to the information below

STANLEY COLLEGE COURSES BACHELOR OF BUSINESS

AGE	<ul style="list-style-type: none"> All students must be at least 18 years of age at the time that they commence their course. 								
ENGLISH PROFICIENCY	<ul style="list-style-type: none"> To gain entry into a higher education course at Stanley College, all applicants must satisfy the College's English Language proficiency requirements, by providing at least one of the following forms of evidence: <ul style="list-style-type: none"> An English Language pass level in an Australian Senior Certificate of Education (Year 12) or equivalent; or Satisfactory completion of an accredited Australian qualification equivalent to AQF Level 5 or above; or Satisfactory completion of an accredited tertiary award in English; or Attainment of a specified level of achievement in an approved English language test as listed below. For Alternate admission applicants, a minimum score of 135 for the STAT Multiple Choice component and a minimum score of 140 for the STAT Written English component. <p>The minimum standards of achievement in approved English Language tests required to study at Stanley College are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #4a4a8a; color: white; padding: 5px;">IELTS (Academic)</td> <td style="padding: 5px;">IELTS score of 6.0 (<i>with no individual band score less than 5.5</i>)</td> </tr> <tr> <td style="background-color: #4a4a8a; color: white; padding: 5px;">TOEFL Internet</td> <td style="padding: 5px;">Overall score of 60-78 (Section score no less than: Listening 12, Speaking 18, Reading 13, Writing 21)</td> </tr> <tr> <td style="background-color: #4a4a8a; color: white; padding: 5px;">Cambridge English: Advanced (CAE)</td> <td style="padding: 5px;">Total score of 169</td> </tr> <tr> <td style="background-color: #4a4a8a; color: white; padding: 5px;">Pearson Test of English (PTE)</td> <td style="padding: 5px;">Overall score of 50-57 (<i>no section score less than 50</i>)</td> </tr> </table>	IELTS (Academic)	IELTS score of 6.0 (<i>with no individual band score less than 5.5</i>)	TOEFL Internet	Overall score of 60-78 (Section score no less than: Listening 12, Speaking 18, Reading 13, Writing 21)	Cambridge English: Advanced (CAE)	Total score of 169	Pearson Test of English (PTE)	Overall score of 50-57 (<i>no section score less than 50</i>)
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Cambridge English: Advanced (CAE)	Total score of 169								
Pearson Test of English (PTE)	Overall score of 50-57 (<i>no section score less than 50</i>)								

APPLICANTS WITH HIGHER EDUCATION STUDY

- A Diploma or higher from an Australian higher education institution or an overseas equivalent qualification as assessed by the Overseas Qualifications Unit (OQU)- Migration Services, Department of Training and Workforce Development (DTWD); OR
- Satisfactory completion of at least six months consecutive study, or equivalent, at any Australian university or other registered Higher Education Provider (HEP).

Recognition of Prior Learning (RPL)

Credit may be granted on the basis of:

- Formal articulation arrangements between Stanley College and another Australian institution authorised to issue AQF qualifications; or
- Formal articulation arrangements between Stanley College and an institution outside Australia made in accordance with the terms of the Credit and RPL Policy and Procedure.

Completed Foundation Studies

- Successful completion of a Foundation Studies program offered by a registered TAFE, university, or private provider that is accredited as a TAFE Certificate IV provider or accredited as compliant with the National Standards for Foundation Programs.

APPLICANTS WITH VOCATIONAL EDUCATION AND TRAINING (VET) STUDY

- Successful completion of a Vocational Educational & Training (VET) course in the areas of business or commerce, management or leadership to Diploma or Advanced Diploma level.

Recognition of Prior Learning (RPL)

Students may be granted credit for prior learning (CPL) on the basis of:

- Formal articulation arrangements between Stanley College's Higher Education Faculty and VET Department; or
- Formal articulation arrangements between Stanley College and another Australian institution authorised to issue AQF qualifications; or
- Formal articulation arrangements between Stanley College and an institution outside Australia, made in accordance with the terms of this policy; or
- An application for credit transfer or RPL by an individual student.

APPLICANTS WITH RECENT SECONDARY EDUCATION (WITHIN THE PAST TWO YEARS)

Australian Year 12 (Western Australia)

- Successful completion of the Western Australian Certificate of Education (WACE), with a minimum Australian Tertiary Admission Rank (ATAR) of 65.

Interstate Year 12

- Successful completion of an Australian Senior Certificate of Education deemed equivalent to the WACE, with a minimum Australian Tertiary Admission Rank (ATAR) of 65.

International Baccalaureate (IB)

- Successful completion of the International Baccalaureate (IB), including English.

APPLICANTS WITH WORK AND LIFE EXPERIENCE

Finished secondary education more than 2 years ago

- Students with work and life experience may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications.

Bridging and enabling course entry

- Applicants with insufficient preparation to commence a Bachelor of Business at Stanley College will be provided with information on other institutions that offer bridging courses or foundation studies. They will be encouraged to re-apply upon successful completion of a qualification that satisfies the College's entry requirements.

ALTERNATIVE ENTRY ADMISSION

The alternative entry option is for applicants who are unable to meet the requirements for Admission detailed above and allows candidates from underrepresented groups or those who have experienced educational disadvantage to seek entry into Stanley College's Bachelor of Business.

Student diversity is encouraged by a support framework which addresses specific issues commonly encountered in under-represented student cohorts. See the Stanley College Higher Education Student Support Framework for details.

Applications for Alternate Admission should be used by applicants who:

- Do not have school, TAFE or University results recent enough (within the past two years) to be considered for general admissions entry
- Have qualifications or certificates with ungraded assessments and no other means to satisfy general admissions entry requirements
- Have not received a Higher School Certificate (HSC) or equivalent
- Do not meet the general entry requirements but have completed non-award tertiary studies
- Are students with suitable work and life experience who cannot enter via general admissions

Admission by the Alternate Admissions requires applicants to sit for the Special Tertiary Admissions Test (STAT) and achieve the following scores:

- A minimum score of 135 for the STAT Multiple Choice component and a minimum score of 140 for the STAT Written English component.
- Ensure that their STAT results are available to Stanley College at least 3 weeks prior to the commencement of the academic semester in the desired intake period.

All details of Alternate Admission and STAT details are included on the Stanley College Admissions web page.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES

- Aboriginal and/or Torres Strait Islander students are encouraged to apply for entry to any undergraduate level course through general admissions or, if appropriate, by the Alternate Entry Admission process. Refer to Aboriginal and Torres Strait Islander Peoples Education Policy for more details.

DOMESTIC APPLICANTS WITH OVERSEAS QUALIFICATIONS

- Australian citizens and permanent residents who have successfully completed overseas qualifications will be assessed by the Overseas Qualifications Unit (OQU) - Migration Services, Western Australian Department of Training and Workforce Development (DTWD).

Fees & Intake Dates 2019

Once Stanley College has received your Application form and the relevant documents, your application will be processed. If your application is successful, you will receive a **Letter of Offer**. To secure your place, you will need to sign the Student Agreement and return it to Stanley College Administration Team with the required fee payment stated in the **Letter of Offer**.

Subsequent fees are due as per Payment Agreement outlined in the **Letter of Offer**.

Tuition fees must be paid in advance and prior to the commencement of a study period, due dates are outlined in your **Letter of Offer** (Payment Agreement). Tuition fees do not cover charges for accommodation, living expenses, textbooks, uniforms, stationery, equipment, and external examinations. Refer to the Student Fees Policy at <https://highereducation.stanleycollege.edu.au/wp-content/uploads/2018/07/Student-Fees-Policy1.0.pdf>

COURSE TITLE	CAMPUS	COURSE DURATION	COURSE INTAKE DATES			PROMOTIONAL TUITION FEES* INCLUSIVE MATERIAL FEES (Valid till 28 Feb 2020)	STANDARD TUITION FEES INCLUSIVE MATERIAL FEES
			YEAR	INTAKE DATE 1	INTAKE DATE 2		
BUSINESS							
Bachelor of Business CRICOS Code: 0100538	West Perth Campus	3 years full-time	2019	-	26/08/2019	\$16,500 per year (Total = \$49,500) *Note: Promotional Price is not applicable for offshore students from Pakistan, Bangladesh, Sri Lanka, Bhutan, India and Nepal.	\$22,000 per year (Total = \$66,000)
			2020	09/03/2020	24/08/2020		
			2021	08/03/2021	23/08/2021		
			2022	07/03/2022	22/08/2022		
			2023	06/03/2023	21/08/2023		
			2024	04/03/2024	19/08/2024		
			2025	03/03/2025	18/08/2025		

Application Fee: Non Refundable

* Course duration includes holidays

Notes:

Stanley College is committed to ensure that we have a sustainable and ecofriendly learning environment, therefore, wherever possible we provide our Learning Materials in an electronic format, rather than as a printed resource. Your enrolment tuition fees cover the cost of Learning Materials, as well as other materials used in the delivery of our courses.

*Fees must be paid in advance to Stanley College only.

Fees may be subject to change. Stanley College will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. All amounts quoted are in Australian Dollars (AUD). Offshore students from Pakistan, Bangladesh, Sri Lanka, Bhutan, India and Nepal are not eligible for the promotional tuition fees.

ADDITIONAL FEES

The following list shows additional fees and charges you may incur at Stanley College. (Fees may be subject to change. Note that all figures quoted are in Australian Dollars):

Fees and Charges	Amount
Cancellation Fee	Refer to Refund Policy (included herein)
Re-enrolment Fee	\$2,062.50 per unit of study
Late Payment Fee	\$100
Credit card surcharge	1%
Student ID Card Replacement Fee	\$15
RPL Assessment Fee after eCoE issued for international students	\$100
Library Late Fee	\$5 per day
Library Replacement Fee (for lost items)	Equivalent to cost of book
Printing charges	No charges are applicable for black and white printing;
	\$2 per A4 page / single sided (colour)
Interim Unofficial Transcript	N/A
Official Transcript replacement	\$50
Testamur replacement	\$50
Graduation Gown Hire	\$50 hire + \$50 (refundable) deposit

TUITION ASSURANCE DETAILS

Tuition Protection Service (International students)

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver your course of study. In the unlikely event Stanley College is unable to deliver a course you have paid for and does not meet its obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found. For more information, For more information on the TPS, visit <https://tps.gov.au/Home/NotLoggedIn>. For additional assistance, please contact:

Email: administrator@tps.gov.au

Within Australia phone: 1300 980 434

Outside Australia phone: +61 1300 980 434

Tuition Assurance Arrangement (Domestic and International students)

Stanley College has signed a Memorandum of Understanding (MOU) for Tuition Assurance with Sheridan College in 2019 to assist students enrolled in a Bachelor of Business and affected by a provider default of either organisation to continue in the course at the other organisation (the replacement provider) whilst minimising impacts on students. The MOU shall commence on 1st January 2019 and shall remain in force for a period of up to three (3) years (with a review to be undertaken every 12 months).

The MOU for the Bachelor of Business provided by Sheridan College and, subject to approval by TEQSA, by Stanley College, is based on the premise that both organisations offer the course with similar mode of delivery, at a similar location and for a similar price.

Refund Policy

Students applying for a refund must complete the Application for Refund Form and attach any other relevant documents such as for withdrawals and other circumstances. Relevant forms and documentation should be submitted either in person to West Perth Campus located at 69 Outram Street, West Perth WA 6005, Australia or by email to: studentservices@stanleycollege.edu.au

Students must apply for a refund within 14 working days of an event that qualifies the student for a refund. Students must ensure that all sections of the form are completed before submission to Stanley College, and they must attach all required documentation. Contact details must be provided, including at least one telephone number and one valid email address. The Application for Refund Form must be signed by the student, and the original form returned to Stanley College in order for the refund payment to be processed.

The date when the written application is received at Stanley College is the date used for the calculation of any refund. If a student does not submit an Application for Refund Form, credit may be applied towards future enrolment fees.

International students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their unit.

Students will be notified of the refund application decision within 14 working days of receipt after receiving the application.

FOR DOMESTIC STUDENTS ONLY

In order to be eligible for refund, the student must be:

- An Australian Citizen, Australian Permanent Humanitarian visa holder, or a New Zealand (NZ) Special Category visa holder (who arrived in Australia as children and have been long term residents); and
- Enrolled in approved higher education courses leading to an accredited award.

A full refund will be paid if:

- Stanley College withdraws the offer of enrolment; or
- The student withdraws from a unit of study on or before the Census Date of the semester. The refund applies to any tuition fees that have been paid up front.

Stanley College default

In the unlikely event of a Stanley College default (i.e. SC is unable to offer a course of study), within 14 days of the default, SC will:

- Either refund the unused portion of the prepaid tuition fees; or
- Offer the student an alternative place at Stanley College's expense, that is accepted by the student in writing (in this case, NO refund will be paid)

If Stanley College is unable to provide a refund, then the student will be offered a place in a similar course of study via the course assurance arrangement with a Second Provider. A student is not obliged to enrol in a course of study with a Second Provider under the Course Assurance Option. However, if the student enrolls with any other Higher Education Provider (HEP), there is no obligation on that provider to offer full credit transfer for the units of study completed with the First Provider or to offer replacement unit(s) free of charge.

Student Default occurs when:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The student withdraws from the course at the location (either before or after the Census Date); or
- Stanley College has the right to refuse the course to the student at the location because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - Breach of the Stanley College Student Code of Conduct.

FOR INTERNATIONAL STUDENTS ONLY

Refunds apply only to the unused portion of tuition fees paid in advance - administration fees and other charges incurred such as fines are not refundable unless otherwise indicated.

International students enrolled in a unit are able to access a refund of their tuition fees under certain circumstances, as outlined in Table 1.

TABLE 1 - REFUND OF TUITION FEES APPLIES			
REASON FOR REFUND/CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE/NOT REFUNDED
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less cancellation, administration fee of \$250 and application fee of \$230	\$250 cancellation administration fee and application fee of \$230 not refunded
	After Semester/Course Commences	Full refund less pro-rata of tuition fee used calculated on a weekly basis	Pro-rata of tuition fee used calculated on a weekly basis
Student Default	More than 10 weeks before semester/course commences	Partial refund (90% of semester tuition fee)	10% of a semester fee
Student with a student visa withdraws from course	More than 4 weeks and up to 10 weeks before semester/course commences	Partial refund (70% of semester tuition fee)	30% of a semester fee
Or			
Student's enrolment is cancelled for breach of Stanley College rules or breach of student visa rules	4 weeks or less before semester/course commences	Partial refund (40% of semester tuition fee)	60% of a semester fee
Note: A student who has paid fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.			

Stanley College Default

In the unlikely event of a Stanley College default (i.e. Stanley College is unable to offer a course of study), within 14 days of the default, Stanley College will:

- Either refund the unused portion of the prepaid tuition fees; or
- Offer the student an alternative place at Stanley College's expense, that is accepted by the student in writing (in this case, NO refund will be paid).

If Stanley College is unable to provide a refund or place the student in an alternative course, then the student will be referred to the Tuition Protection Service (TPS), which will place the student in a suitable alternative course. If a suitable course cannot be found, Stanley College will pay a refund as calculated by the TPS Administrator.

Student Default occurs when:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The student withdraws from the course at the location (either before or after the agreed starting day); or
- Stanley College has the right to refuse the course to the student at the location because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - The student breached a condition of his or her student visa;
 - Breach of the Stanley College Student Code of Conduct.



Career Advice & Employment Liaison Services

Stanley College believes that the development of life and employability skills should be embedded across the whole student experience. In order to achieve this, the Stanley College Bachelor of Business degree is oriented towards helping students sharpen their own focus on the kind of employment and contributions they would like to undertake. The focus on purpose via career guidance, sessions and unit objectives encourages a student's purpose hence motivation to succeed.

Career related activities are included throughout the student experience at Stanley College, and include an increase in industry related programs in the 2nd and 3rd years.

Our Student Engagement Officer is here to assist through personal consultations, guidance and mentoring.

Some of the benefits that we can assist you with:

- Picking your career goals and choosing your career path
- Putting you in touch with relevant thought leaders who can assist you with your entrepreneurial pursuit
- Making useful industry connections
- Finding job placements, internships and volunteer work
- Enrolling you into the "business incubator" that will help build your network of like-minded and influential people

While you are a student at Stanley College, you may wish to gain some real-world experience. We can help you achieve this! Getting solid and relevant experience in your field of interest can be a valuable way to gain skills and knowledge about your area of business interest.

- Job Placements
- Volunteer Opportunities
- Internships

Our Commitment to Supporting All Students

Studying at the level of higher education is a rewarding yet sometimes challenging experience. Whether those demands are academic or more personal in nature, the Stanley College Student Support framework is designed to anticipate and respond to your needs.

The principles underpinning our courses and support mechanisms are based on:

- A culture that is supportive and free from discrimination and develops ethical and professional behaviour in all
- A philosophy that encourages tolerance and includes respect and cultural capability
- An environment where students are encouraged in free academic enquiry and to think critically

As a smaller institution, Stanley College offers many advantages including a more personalized student-staff relationship. This allows us to detect the specific help you may need to successfully complete the course.

Students are supported from pre-application to post-graduation in recognition of the various transitions faced at different times. These range from the potentially challenging early weeks right through to preparing for graduation and getting ready to enter the workforce.

Student Support Timeline



The course timeline illustrates student transition phases and the focus of support methods used at Stanley College.

Key features are:

- Transition phases that are ongoing and commence before enrolment and end when the student completes the course.
- A planned transition in 1st year that extends well beyond orientation.
- A scaffolded course progression to build skills and confidence
- Preparation towards key milestones
- Study skills, wellness and life skills programs.
- Student engagement via surveys, discussions, or one-to-one interviews
- Progress tracking and proactive support

Responsive student support

The Student Support Team can assist with all matters relating to academic and wellbeing issues. You may also request additional support from lecturers throughout the course of study. Student support staff can advise you in all aspects of student life. They are there to discuss and support students with issues including, but not limited to:

- Advice accommodation options for students
- Career advice & workshop
- Chaplaincy • Counselling • Fees assistance
- Assisting students with finding employment

Orientation Semester 1, year 1

Orientation Week in 1st year is held in the mornings over 3 days, with afternoons left free for students to use facilities as required and for staff-student consultations.

ORIENTATION SESSIONS INCLUDE

- Life at Stanley College and in the community
- Understanding what is expected of you
- Course specifics and what's involved in studying at Stanley College
- Your responsibilities to academic conduct, copyright, cheating and plagiarism
- ID cards and facilities
- Activities and events
- Life in Perth
- Security, safety and wellbeing

Alternate entry Students

We work closely with students entering by alternate admission pathways to ensure we understand specific support needs.

For example,

- we have student readiness questionnaires
- we get to know our students at an early stage through informal conversations or more formal interviews
- we hold special Orientation Sessions
- we offer case by case management as needed to provide tailored academic and general student support

Academic Support

Sometimes a student may run the risk of failing or even consider dropping-out of the course altogether. As your success is uppermost in our thoughts, we monitor your progress and will contact you should we have concerns about it. Depending on the risk, together we may work out a formal plan or recommend other academic or personal support to help you get back on track. Please refer to the Student Assessment Policy, Student Progress Policy and the Student Support Procedure on the Stanley College website for further details.

Our course also encourages self-assessment and reflection, so if you ever become concerned about your progress you will have ample opportunity to talk to us about it.

As a higher education student you must adhere to academic codes of conduct which includes adherence to the law or ethical behaviour relevant to

- cheating
- copyright
- plagiarism
- research

These matters are discussed in more detail at Orientation:

To assist you with developing academic skills, library workshops are held each semester and are open to all students.

Sessions include:

- Study skills
- Exam strategies
- Academic literacy including avoiding breaches of copyright and plagiarism
- Research skills
- Citation management and tools
- Referencing
- Assignment planning and essay writing

Other sessions relating to life skills, careers and communication will also be available.

We also ensure that you are fully prepared for using our learning facilities by providing comprehensive training in the following:

- Using the Student Learning Management System (LMS)
- Using the library
- Accessing eBooks, academic journals and online databases
- Printing and photocopying
- Using IT facilities and engaging IT support

English Support

Stanley College offers student support services for both remedial and developmental English language development. Remedial support assists less prepared students, whereas developmental support strengthens higher level English skills. Stanley College offers remedial English support focusing on:

- **Basic English grammar and writing sessions**
- **Speaking and pronunciation**

Are you Aboriginal or Torres Strait Islander?

- Stanley College recognizes the importance of, and fully supports Aboriginal and Torres Strait Islander participation in higher education.
- Our staff is trained in cultural sensitivity and in consultation with you, we offer case by case management of academic and support services. Please contact us at Student Support for more details.

Disability Support or Special Needs

- A safe and accessible campus which includes wheel chair lift and accessible toilets
- Students with a disability or with a special need can also apply for arrangements to be made with regard to assessments and exams
- Please discuss any concerns you have with our student support team.

International Students

To ensure a successful transition into higher education in Australia we provide dedicated support to our international students, including:

- Comprehensive pre-arrival information
- An International Student Orientation Programme
- A programme of activities to support integration and which provides opportunities for socializing and visiting local attractions
- Accommodation Referral services or advice on local accommodation matters

Personal Support

Student Support is able to assist with most issues whether academic or personal however students may need assistance from a professional counselor. We have an agreement with Access Wellbeing Services that provides you with 2 free confidential counselling sessions that can assist with issues relating to:

- Depression and anxiety
- Relationships
- Work
- Parenting
- Grief and Loss
- Alcohol and drug issues
- Personal legal issues
- Gambling
- Conflicts
- Harassment, bullying or violence including any incident of sexual assault or misconduct

Student Representation

Student representation in decision-making through representation on the Academic Board and other committees, and, as captured in other consultation processes, ensures that student opinions and experiences are represented in Stanley College's improvement initiatives.

Grievances

We hope that any issues can be resolved via our support services however we understand that it may be possible that you want to seek the support of a Third Party in relation to a decision or policy used at Stanley College.

Our Student Grievance and Complaint Policy is a transparent and fair process that refers students to an independent external body (such as the consumer protection Ombudsman) if any complaint or concern has not been resolved to your satisfaction through our internal procedures.

The Student Grievance and Complaint Policy will be covered at Orientation, and is available on the Stanley College website.

Other Information

STUDENT OBLIGATIONS TO STANLEY COLLEGE

Students are to maintain their contact details and ensure they are current and up to date.

Students are responsible for their own learning and making satisfactory academic progress. Assessment criteria should be used when completing assessment tasks and feedback on assessment should be used to improve future assessment results. *Students are responsible for:*

- Undertaking good study habits to achieve learning outcomes
- Attending classes to meet the attendance requirements
- Attending performance venues as required
- Submitting assessment by due dates
- Attending examinations
- Notifying staff and seeking help if extenuating circumstances arise, including direct access to the Registrar and Vice President Higher Education.

In general, students are expected to:

- Respect the rights of others;
- Respect the privacy of others;
- Respect other people's rights to hold different positions and views;
- Respect other people's beliefs, nationality, religion, age, associations and gender;
- Treat all people in a fair and non-discriminatory way;
- Be honest and act with integrity;
- Not use offensive language;
- Maintain an environment suitable for study and work free of interruption;
- Act with care and diligence on campus and at work-based training organisations;
- Not cheat or plagiarise;
- Maintain satisfactory academic progress;
- Maintain satisfactory class attendance in line with stated requirements;
- Provide accurate and timely notification of information required by Stanley College to make appropriate decisions about their continuing enrolment at the college;
- Maintain payment of course fees and other fees;
- Respect and use resources of the College in a considerate manner;
- Respect Stanley College's No Smoking, No Alcohol, No Illegal Drugs policy;
- Uphold the reputation of Stanley College;
- Comply with Stanley College policies and procedures as stipulated in this student handbook;
- Comply with Student Visa requirements, where applicable.



Rottnest Island

Social Activities



Surfing



Travelling (Rottnest Island)



Cycling



Rock Climbing



Exploring (Caversham Wild Park)



Whale Watching

Discover beautiful Western Australia and immerse yourself in the Australian culture. While studying at Stanley College, you will have the opportunity to participate in social, sporting and cultural activities.

An Events Coordinator will organise exciting and interesting weekly social activities for our students. Activities range from free student barbecues and events to paid packaged tours, cruises, sporting and coastal activities.

Keep a look out for our monthly Events Newsletter to stay informed about activities organised for Stanley College students. We will also keep you informed about activities happening around Perth so that you will get to know the city that you will be living in!

ACTIVITIES

- Barbecues and picnics
- Coastal activities such as fishing, swimming, surfing and snorkelling
- Conversation clubs
- Diving certificate courses and tours
- Outback treks
- Wine tours... and many more!



Discover Perth

Kings Park

Perth is the capital of Western Australia, Australia's largest state. Western Australia covers an area of over 2.5 million square kilometres, approximately 1/3 of the whole country. Perth has **2 million people** and is situated on the banks of the Swan River, being surrounded by natural parklands and stunning beaches, which makes it one of the most beautiful cities in the world! With a unique lifestyle, which combines vibrant urban living with a relaxed **beach atmosphere**, Perth offers international students fantastic cultural and educational experiences!



CLIMATE

There are more than **265 sunny days** every year in Perth! The city is famous for its hot summers, mild winters and year round blue skies, a combination that allows for one of the most enviable outdoor and social lifestyles in the world!



ECONOMY

Perth residents have some of the highest incomes in Australia, and the city is known for its **high standards of living**. Western Australia continues to lead the country in terms of economic development, providing **more job opportunities** than other states in the country.



FOOD

Perth is abundant with restaurants, so you will find **culinary delights** from across the globe! This diversity will add significantly to your student experience, allowing you to experience other cultures and international living at a whole new level!



TRANSPORT

In Perth City, all bus services are **free of charge**. This allows you to get around the city and adjacent areas at no cost at all! As a student of Stanley College, you will receive at least **40% discount** on all public transport services throughout Perth.



Cottesloe Beach



TRAVEL OPPORTUNITIES

Western Australia has many **natural beauties**, such as The Pinnacles, Jewel Cave, Monkey Mia, Esperance Pink Lake, Ningaloo Reef and many more.

Perth is located only a short flight away from Bali, Indonesia, one of the most **popular international destinations** in the world. You will also be a few hours away from amazing countries such as Malaysia, Singapore, Thailand, Japan, China and Taiwan.



Did you know...



Perth has been voted the **seventh** "most liveable" city in the world in 2017



8 out of the 100 top universities in the world are in Australia



Australia is the **3rd most popular study destination** in the world

PERTH FAST FACTS

Population	2 million
Metropolitan Area	6,500 sq km
Time	GMT +8 hours
Nationalities	Over 190
WA's Main Revenue Earners	Education, Mining, Agriculture and Tourism



Airport Reception / Accommodation

Arriving in a new country can be very overwhelming. Stanley College recommends that you take advantage of our Airport Reception and Accommodation Placement Service. This will help you to feel safe and welcome from the moment you arrive.

AIRPORT RECEPTION

Airport reception is available to students. You will be greeted at the International Terminal at Perth Airport and transported to your accommodation destination. To book your Airport Reception, please complete the relevant sections in the International Student Application Form.

HOMESTAY

Stanley College will assist students with homestay placements. Homestay hosts may be families, couples, single parents with children or single individuals. Your homestay host will provide you with a safe environment and an introduction to living and studying in Australia. You will gain a deeper insight into Australian culture, as well as the opportunity to improve your language skills.

While living with a local host family or individual, you will be provided with a clean, furnished bedroom with a bed, desk, wardrobe, chair and a study lamp. You will also have access to bathroom and laundry facilities as well as an option for meal services. The minimum duration for homestay is generally 2 weeks.

SHARED ACCOMMODATION

Sharing with other international students of different nationalities is a great way to practise your English and make friends. Shared accommodation has great common areas where you can socialise with others and embrace your new life in Australia. You will be provided with a fully furnished bedroom close to Perth City with the use of household utilities.

You have a choice between a single, twin/double, couple or triple room which includes bills, high speed internet, bed linen and onsite manager. The minimum duration for share accommodation is generally 4 weeks.

For more information on accommodation placement services, please read our Accommodation Guide on our website www.stanleycollege.edu.au.

ESTIMATED MONTHLY LIVING EXPENSES (SINGLE PERSON)



RENT
\$550 MONTHLY
(SINGLE ROOM)



**ELECTRICITY,
WATER & GAS**
\$60 MONTHLY



FOOD
\$200 MONTHLY



TRANSPORT
\$60 MONTHLY



ENTERTAINMENT
\$60 MONTHLY



**INTERNET &
MOBILE**
\$60 MONTHLY

**AVERAGE MONTHLY
LIVING COST:**

\$990*

Please visit <http://stanleycollege.edu.au/discover/student-support-services> to check more details

*Excludes tuition fees and materials fees

Individual living expenses may vary depending on the type of accommodation, personal consumption and lifestyle.

The Australian Government Department of Home Affairs recommends \$20,290 as a base figure, to cover one year's expenses for a single person.

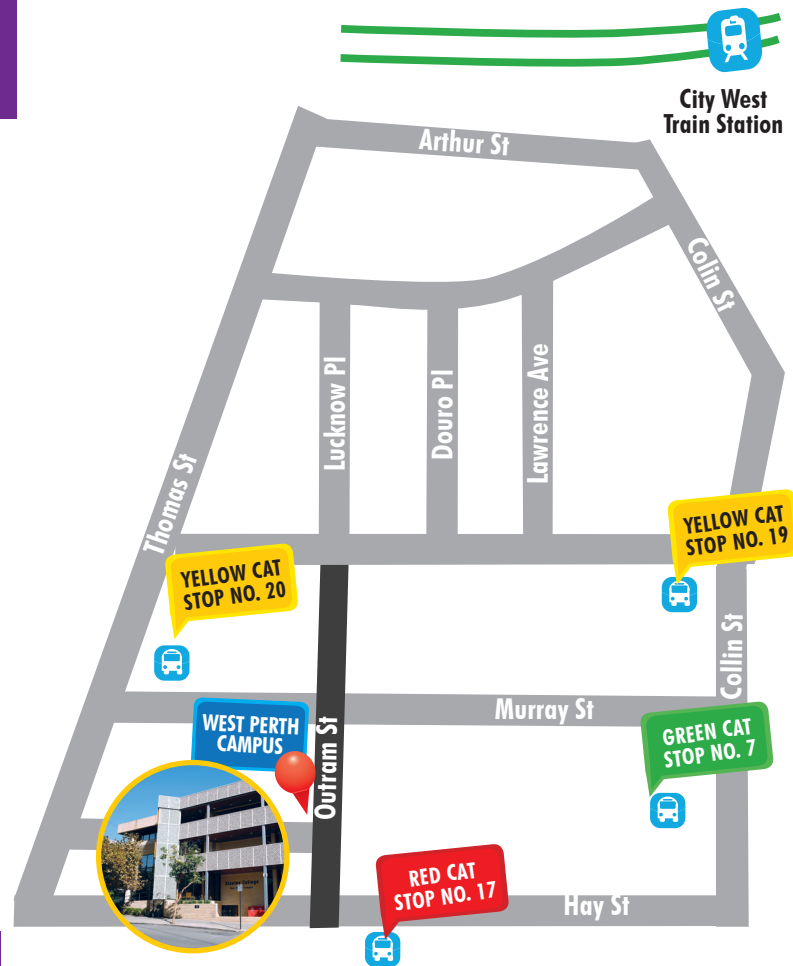
Campus Locations

69 Outram street, West Perth

 12 mins walk from City West Train station to West Perth Campus

 Close to Red CAT Stop No. 17, Yellow CAT Stop No.20 and Green CAT Stop No. 7

 Paid street parking available



Contact information

Contact details

www.highereducation.stanleycollege.edu.au/contact

Phone: +61 8 9227 1797

Personnel, Position	Email
Dr Michael Connor Vice President of Higher Education	michael.connor@stanleycollege.edu.au
Program Manager TBA	
Dr Michael Wong Registrar / Student Support Manager	michael.wong@stanleycollege.edu.au
Marlon Schoep Academic Manager (ELICOS)	marlon.schoep@stanleycollege.edu.au
Martin Jones Librarian	martin.jones@stanleycollege.edu.au
Nana Yamauchi Admissions Officer / Student Support Officer	nana.yamauchi@stanleycollege.edu.au
Aida Azar LMS Administrator	aida.azar@stanleycollege.edu.au
Student Engagement Officer TBA	

Important Dates (2019)

Activity/Event	Date
Open Day	Tuesday, 23 July
Orientation Week	Monday, 19 August - Friday, 23 August
Commencement of Teaching Week	Monday, 26 August
Census Date	Friday, 20 September
Mid-Semester Break	Monday, 7 October - Friday, 11 October
Study Week	Monday, 25 November - Friday, 29 November
Final Examination Week	Monday, 2 December - Friday, 6 December
Semester Break Commences	Monday, 9 December


HEAD OFFICE

Stanley International College Pty Ltd
Trading as Stanley College
ABN: 16 130 977 221
TEQSA Provider No. PRV14050
CRICOS Provider Code: 03047E

ADDRESS: 69 Outram Street, West Perth WA 6005
PHONE: +61 8 9227 1797
FAX: +61 8 9227 1238
EMAIL: info@stanleycollege.edu.au
WEBSITE: www.StanleyCollege.edu.au/HE

For more information, visit stanleycollege.edu.au/HE

 Find us on Facebook
www.facebook.com/StanleyInternationalCollege

 Follow us on Instagram
www.instagram.com/stanley_college

 Follow us on Pinterest
www.pinterest.com/stanleycollege

 Call us on Skype
Perth, Western Australia, Skype: stanley.college

 Follow us on Twitter
www.twitter.com/Stanley_College

This information is subject to amendment without notice. Stanley College reserves the right to add, vary or discontinue, without notice, any unit or course and impose limitations on enrolment on any course, prior to enrolment. Please visit www.stanleycollege.edu.au/HE for the latest updates.