WELCOME TO YOUR FUTURE
THE CAMPUS & LOCATION
Brisbane is Australia’s ‘New World City’, with a multicultural population of over 2.2 million. The city provides students with forward-thinking educational providers and world-class research facilities, all in a sub-tropical climate ideal for an outdoor lifestyle.

Brisbane is a safe and friendly city with a generous community spirit. Australia’s comparatively low crime rates makes it one of the safest countries in the world. Furthermore, Australia has lower living expenses and tuition costs compared to other developed countries. Both of these factors make Brisbane one of the most livable cities in the world.

Russo Business School is in the heart of Brisbane City. With convenient access to cafes, banks, medical centres, parks, public transport and Queen Street Shopping Mall, we’re confident you’ll find plenty to explore and enjoy about our city.

SENSE OF FAMILY
In choosing Russo Business School, you will be joining an institution recognised for excellence in learning and innovation. In addition to this students will enjoy a supportive study environment which is welcoming. Having benefited from smaller class sizes, readily available lecturers and individualised support; Russo Business School graduates are employer preferred, work ready graduates.

TRIMESTER SYSTEM
The academic calendar consists of three study periods (trimesters) beginning in March, July and November. This course structure allows students to complete more subjects per year that a standard semester program traditionally operating at other Australian higher education providers.

STUDENT CONCIERGE
Student Concierge is our most direct interface with our students. At Russo Business School, we want to ensure your study experience is both memorable and valuable. By providing friendly, prompt and consistent customer service we endeavour to make you feel supported throughout your course.

THE LEARNING CENTRE
The Learning Centre (TLC) is staffed by highly qualified Learning Advisers who provide practical advice and support to students about the academic English language and numeracy skills required to succeed in an Australian education environment.

Learning Advisers work with students at all levels to help them improve their literacy and numeracy skills. Whether you are a student experiencing difficulty adjusting to the academic requirements of tertiary study or you are a high achieving student who is aiming for excellence, our Learning Advisers are here to help you. By working with lecturers, Learning Advisers ensure the assistance students receive is aligned to support content covered in class.

TLC offers a drop-in service, one-on-one appointments and small group workshops. This means you have flexible access to the information, advice and assistance you need to succeed.

EMPLOYMENT & CAREERS SERVICES THROUGH JOBLINX
Joblinx is a privately-owned recruitment consultancy, offering Russo Business School students a wide range of services and training to enhance their employability skills and improve their employment prospects. Joblinx services include assisting students with finding part-time, casual and graduate employment, as well as providing training, professional development and work experience programs. (see page 10 for further information)
Diploma of Business

Standard Duration
3 trimesters over 52 weeks

Total No. of Subjects
8

Intakes
March, July and November

OVERVIEW
The Diploma of Business is an alternative to the first year of a Bachelor of Business, preparing students for entry into the second year of a Business degree. Through the study of eight foundation subjects, the Russo Business School Diploma provides students with an understanding of the broad scope of business. In addition, the course aims to develop important generic skills including; academic literacy, basic numeracy, critical thinking, analytical evaluation, independent learning as well as written and oral communication.

Upon successful completion of the Diploma of Business, students have the option of progressing to the second year of the Bachelor of Business at James Cook University Brisbane (located at the same campus as Russo Business School) or choosing to articulate to a Bachelor of Business or a Bachelor of Commerce degree offered by various leading Universities. The eight foundation subjects are credited by participating Universities; therefore by choosing to enrol in the Russo Business School Diploma of Business you can still complete a Bachelor of Business or Bachelor of Commerce within the standard three years.

CORE SUBJECTS
- RH1000 Academic and Business Skills Development
- RH1005 Contemporary Business Communications
- RH1002 Accounting
- RH1004 Management Fundamentals
- RH1007 Data Analysis and Management
- RH1003 Economics
- RH1008 Marketing Fundamentals
- RH1012 Business Law

COURSE STRUCTURE
The Diploma of Business consists of eight (8) subjects which are completed over three (3) trimesters. This structure provides students with an effective pathway to complete a Bachelor degree.

ADVANCED STANDING CREDIT INTO DIPLOMA
Russo Business School acknowledges advanced standing credit for equivalent studies at an equivalent level from recognised Australian or overseas institutions. Advanced standing credit is determined once the application for the Diploma of Business has been processed. The maximum advanced standing credit available for the Diploma of Business is 4 subjects.

GUARANTEED ADVANCED STANDING CREDIT FROM DIPLOMA TO BACHELOR DEGREES AT GRIFFITH UNIVERSITY, JAMES COOK UNIVERSITY AND SUNSHINE COAST UNIVERSITY

Example One:
Completion of the Russo Business School Diploma of Business provides advanced standing for the JCU Bachelor of Business program, students receive eight (8) subject credits towards the degree. The JCU Bachelor of Business program offers specialisations in Accounting, Hospitality and Tourism Management, International Business and Marketing.

Example Two:
Credit arrangements are also in place for students who complete the Russo Business School Diploma of Business to gain eight (8) subject credits towards a Bachelor of Business or a Bachelor of Commerce at the University of the Sunshine Coast (USC).

CAREER OPPORTUNITIES
Graduates with a Diploma of Business from Russo Business School can choose to enter the workforce or continue through to tertiary study and complete selected bachelor degrees. Career opportunities include roles in management, marketing, human resources, accounting, finance, tourism and hospitality. Russo Business School graduates will be qualified for employment in government and commercial organisations within Australia and in their home countries.
Diploma Pathways to other Australian Universities

After successfully completing the Diploma of Business, Russo Business School students can choose to continue through to the second year of a Bachelor of Business at some leading Australian Universities.

**YEAR 12**

- Russo Business School Diploma of Business
- B.BUS - Year 1

**B.BUS or B.COM - Direct Entry Year 2**

Studies in Business areas including:
- Accounting
- International Business
- Management
- Marketing
- Hospitality & Tourism Management
- Financial Planning

- Human Resource Management
- International Business
- Supply Chain Management
- Tourism, Leisure and Event Management

Direct entry into 2nd year of University:
- James Cook University Brisbane
- University of the Sunshine Coast
- Griffith University

*Please refer to Entry Requirements For University Access*
English Language Pathway

THE RUSSO BUSINESS SCHOOL PATHWAY

A direct pathway to Russo Business School is through our partner college, Sarina Russo Institute (SRI). The college offers a flexible path to higher education study – with committed teaching staff, dynamic programs and intensive support throughout your studies.

The college offers a variety of English language study programs co-located in the same building as Russo Business School. This unique relationship ensures that you are already in a higher education environment and have the same services available to you as the Russo Business School students. It also means a seamless transition for you into Russo Business School, if you decide to study there.

SRI offers English language programs designed to help you qualify for tertiary study; successfully attain an English language exam or improve your English communication skills. If you meet the academic entry requirements but not the English language entry requirements, Russo Business School can issue you with a “packaged offer” consisting of a period of academic English language studies through SRI. This package will allow you to receive a student visa for the duration of your studies. The length of the English study period will depend on your English language level at the time of application (as determined by an IELTS score or equivalent) and the English requirement for your chosen course.

ENGLISH LANGUAGE PROGRAMS

Unipath English

This program is designed to prepare and equip students for further studies at the diploma and tertiary levels, focusing on academic requirements and expectations, development of language skills and learning strategies. The program develops and enhances language skills for successfully undertaking all aspects of student life.

IELTS Preparation (Evening Classes)

The objective of the IELTS preparation course is to help higher level students reach their desired IELTS band score. The course focuses on two aspects. First, students improve their English language skills, including grammar and vocabulary. Second, the course provides IELTS practice sessions every lesson, including targeted feedback.

Intensive General English

SRI Intensive General English curriculum is designed to help students improve their English language ability and develop the student’s confidence in using English for general purposes. Students improve their skills in speaking, listening, reading and writing as well as grammar, vocabulary and pronunciation so they can communicate more effectively in English.

The program has been developed to enable students to tailor their studies to fit their individual needs. Students can focus on specific areas of their English language they wish to improve with speaking & listening + core classes and free option classes.

For further information visit www.sri.edu.au

CRICOS PROVIDER CODE: 03441F

English Language Entry Requirements

Students whose native language is not English must demonstrate proficiency by achieving a score in a test such as the Academic IELTS or TOEFL. Other English language tests may also be accepted as proof of English proficiency.

Alternatively, students who have successfully completed two years of full-time study where the language of instruction was English, may satisfy the English requirement. This study must have been undertaken no more than two years prior to the date on your Russo Business School letter of Offer. In addition, students must provide a certificate or statement confirming this from the Registrar’s officer where the student studied.

For students who do not meet the English language entry requirements, Russo Business School partners with Sarina Russo Institute to deliver quality English language education.

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>IELTS</th>
<th>TOEFL (paper-based)</th>
<th>TOEFL (internet-based)</th>
<th>Pearson (PTE Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5.5 (no component lower than 5)</td>
<td>525 (with an essay rating of at least 3.5)</td>
<td>70 (minimum writing score of 18)</td>
<td>49</td>
</tr>
</tbody>
</table>
## Academic Entry Requirements

<table>
<thead>
<tr>
<th>Country</th>
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</thead>
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<td>Australia</td>
<td>Completion of Year 11 &amp; Year 12 with OP/Rank 25/54.</td>
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<tr>
<td>Bahrain</td>
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</tr>
<tr>
<td>Bangladesh</td>
<td>A minimum score of 65% or better in the Higher Secondary School Certificate. Higher Secondary School Certificate (10+2 years of schooling) conducted by the Bangladesh Board of Intermediate and Secondary Education. Higher Secondary School Certificate (10+2 years of schooling) conducted by the Bangladesh Board of Intermediate and Secondary Education.</td>
</tr>
<tr>
<td>Botswana</td>
<td>Advanced Level or Advanced Supplementary Level minimum score of 4 with passes in not more than 3 subjects in the General Certificate of Education or satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<tr>
<td>Brazil</td>
<td>Diploma de Ensino Médio (Middle Education Diploma) or the old award, the Certificado de Conclusão de 2º Grau (Certificate of Conclusion of Second Level) with a minimum GPA of 6.5 out of 10 (average of all scores gained during their studies).</td>
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<td>China</td>
<td>Gao Kao score required for entry into any tier University in the relevant province; Senior Middle 3 or Hui Kao - minimum entry requirement: 70%</td>
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<td>Colombia</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<td>Denmark</td>
<td>Studentereksamen, Højere forberedelseseksamen or Højere handelssekseman or Højere Tekniskeeksamen (HTX).</td>
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<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<tr>
<td>El Salvador</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Fiji</td>
<td>Satisfactory completion of Form 7, or the University of the South Pacific Foundation Year.</td>
</tr>
<tr>
<td>France</td>
<td>Baccalauréat General or Baccalauréat de L’Enseignement du Second Degré, Baccalauréat Technologique, Diplôme de Bachelier de L’Enseignement du Second Degré, Baccalauréat de Technicien.</td>
</tr>
<tr>
<td>Germany</td>
<td>Abitur, Reifezeugnis, Fachhochschulreife oder Zeugnis der Allgemeine Hochschulreife* with a minimum entry requirement of 4.0 (ausreichend).</td>
</tr>
<tr>
<td>Hong Kong, SAR</td>
<td>HKALE (Advanced Levels) or satisfactory completion of the HKDSE (Diploma of Secondary Education) score of 15. Aggregate score range between 16 points to 25 points (see below). Based on the best 5 subjects selected from 4 core subjects (Chinese, English Mathematics and Liberal Studies) plus one elective.</td>
</tr>
<tr>
<td>India</td>
<td>Minimum 55% in any of the following: All India Senior School Certificate awarded by Central Board of Secondary Education; Indian School Certificate awarded by the Council for the Indian School Certificate Examinations; or Senior Secondary Certificate awarded by the National Institute of Open Schooling</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Satisfactory completion of Secondary School Certificate of Graduation (SKHUN/STK).</td>
</tr>
<tr>
<td>Iran</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<tr>
<td>Country</td>
<td>Requirements</td>
</tr>
<tr>
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</tr>
<tr>
<td>Iraq</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Italy</td>
<td>Diploma di Maturità (Diploma of Matriculation), or Diploma di Superamento dell’Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate).</td>
</tr>
<tr>
<td>Japan</td>
<td>Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho or 職高卒業証* with Grade average of 2.8 in final year results.</td>
</tr>
<tr>
<td>Jordan</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Kenya</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Korea</td>
<td>Immungye Kodung Hakkyo Choeupchang (Upper Secondary Certificate)*; or Korea Senior High School Leaving Certificate/Diploma - a minimum overall grade average of 2.8 based on the final year results as follows: A=4, B=3, C=2 and D=1.</td>
</tr>
<tr>
<td>Libya</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Macau</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>Malawi</td>
<td>Cambridge Overseas High School Certificate (COHSC).</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Sijil Tinggi Pelajaran Malaysia (STPM), Malaysian Independent Chinese Secondary Schools (MICSS) Unified Examination (UCE), Cambridge Higher School Certificate or General Certificate of Education Advanced Levels.</td>
</tr>
<tr>
<td>Mauritius</td>
<td>Advanced Level or Advanced Supplementary Level minimum score of 4 with passes in not more than 3 subjects in the General Certificate of Education.</td>
</tr>
<tr>
<td>Mexico</td>
<td>Preparatória with a minimum GPA of 8 out of 10 (average of all scores gained during their studies).</td>
</tr>
<tr>
<td>Moldova</td>
<td>Svidetel’stvo Srednem Obrazovanii, Attestat ob okonchanii polnoj srednej shkoly or Attestat Zrelosti (Certificate of Secondary Education).</td>
</tr>
<tr>
<td>Mongolia</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<tr>
<td>Myanmar</td>
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<tr>
<td>Nepal</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Satisfactory completion of the National Certificate of Educational Achievement (NCEA) with a minimum of 80 credits which includes 60 credits at Level 3 and 20 credits at Level 2, or New Zealand University Bursaries and Scholarships Examination; or Higher School Certificate.</td>
</tr>
<tr>
<td>Nigeria</td>
<td>Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.</td>
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<tr>
<td>Norway</td>
<td>Minimum GPA score of 3.0 on 6.0 grading scale: Studenteksemen, Gymnaseksamen, Vitnemål fra den Videregående Skolen.</td>
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<td>Oman</td>
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<td>Pakistan</td>
<td>Higher Secondary School Certificate Pakistan. Average of at least 60%.</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Satisfactory completion of Year 11 &amp; 12 PNG High School Certificate with 70% average.</td>
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<td>Poland</td>
<td>Matura/Swiadectwo Dojrzałosci Liceum Ogólnokształcącego.</td>
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<td>Russia</td>
<td>Attestat o Srednem (polnom) Obshchem Obrazovanii (Certificate of Secondary (Complete) General Education).</td>
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<td>Canada</td>
<td>Minimum overall score of 50% in one of the following: Alberta High School Diploma; North West Territories Secondary School Graduation Diploma; Nunavut Senior Secondary School Graduation Diploma; British Columbia Certificate of Graduation or ‘Dogwood Diploma’; Yukon Secondary School Education Certificate; Manitoba Graduation Diploma; Saskatchewan Grade 12 Standing; Newfoundland and Labrador General High School Graduation Diploma; New Brunswick High School Diploma/Diplôme de fin d’études secondaires; Nova Scotia High School Graduation Diploma; Prince Edward Island Senior High School Graduation Certificate; Ontario Secondary School Diploma; Quebec Secondary School Diploma/ Diplôme d’Études Secondaires</td>
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The table (above) is a guide to Russo Business School’s minimum academic entry requirements for Diploma programs. Please contact the Russo Business School Admissions Department at admissions@russo.qld.edu.au if your country is not listed.
Joblinx is a privately owned employment consultancy which is part of the Sarina Russo Group of companies, one of Australia’s largest and most successful providers of employment and training services in Australia and the United Kingdom.

Without the help of Joblinx, I would not have been able to secure part-time employment. To be able to get my foot in the door and work with people who are so dedicated and enthusiastic about their work is definitely a big opportunity for me. Thank you Joblinx for never ceasing to give students amazing experiences!

Tapashi Rajbangshi
India

“Joblinx helped me pursue job opportunities in Brisbane, learn how to adapt my CV to an Australian format, and understand the local job market and employer expectations. Through their assistance, Joblinx helped me secure a very interesting internship that provided professional work experience in my field of study. This will help me tremendously in my future and my career!”

Andre Schuetz
Germany

Joblinx’ specialist team of consultants assists students to gain work experience, paid part-time through to graduate employment, as well as providing a full range of training programs. These programs equip our students with all they need to succeed in a global workplace – and the only university in Australia to provide these unique services. Our highly experienced team of employment and training consultants at Joblinx provide these services FREE to all enrolled students.

Joblinx’ successful record of placing students in employment and work experience programs, makes studying at James Cook University Brisbane a smart choice.
Brisbane, Australia’s ‘New World City,’ is Queensland’s capital and is fast becoming the destination of choice for international students.

DISCOVER BRISBANE

Brisbane is a multicultural hub of creativity and innovation that provides students with world-class research facilities and forward thinking education providers.

Students can experience all this and much more in a city that combines the best of Queensland’s famous laid back lifestyle with the sights, sounds and energy of a major international metropolis.

THE CULTURE AND LIFESTYLE

Sophisticated, progressive, dynamic and diverse, Brisbane delivers on all fronts. Located in a relaxed sub-tropical environment, visitors and locals can enjoy the very best in food, wine, arts, entertainment and sport. With access to plenty of shopping, a buzzing night scene, and no end to the range of outdoor adventures on offer.

At the same time, this is a city with its feet planted firmly on the ground, and that’s exactly what so many people love about Brisbane. From the sun and sand drenched islands in the east, to its cool and crisp mountain rainforests in the west - and all the attractions of a vibrant, modern city in between - Brisbane offers the best of both worlds.

FAST FACTS ABOUT BRISBANE

State: Queensland
Population: Over 2.2 million people
Climate: Subtropical
Summer: Dec — Feb
Average temperature: 27°C
Autumn: Mar — May
Average temperature: 23°C
Winter: Jun — Aug
Average temperature: 17°C
Spring: Sep — Nov
Average temperature: 22°C
Language: English
Time Zone: AEST
Currency: Australian Dollar ($AU)
Cost of living: Relatively lower than the other Australian capital cities such as Sydney and Melbourne

FIND OUT MORE

www.brisbane.qld.gov.au
www.visitbrisbane.com.au
www.queensland.com
www.adventuresaroundbrisbane.com.au
www.studybrisbane.com.au

ACCOMMODATION

Brisbane offers a wide range of accommodation options to suit every student’s budget, style or need.

Student Housing / Apartments
www.thepad.com.au
www.urbanest.com.au
www.unilodge.com.au

Homestay
Students can choose to live with a family in a homestay through the Australian Homestay Network (AHN).
www.homestaynetwork.org

Rental Accommodation
Rental accommodation is the preferred option for many students. Students will share household expenses with housemates (e.g. water, electricity etc) as well as rent.
www.realestate.com.au
www.realestateview.com.au
www.kiddhouseaccommodation.com.au

Hostels
For the flexible student looking for something in the short to long term.
www.stayatbase.com
www.chillbackpackers.com
www.bunkbrisbane.com.au
www.citybackpackers.com
www.airbnb.com.au
Tuition Fees

**TUITION FEES**
Course fees normally increase each new calendar year. Refer to the Russo Business School website for fees. Annual fees are calculated based on eight (8) subjects.

**OVERSEAS STUDENT HEALTH COVER (OSHC)**
Students are required to organise private health insurance before coming to study in Australia. Private health insurance must then be maintained for the duration of their studies. Norwegian and Swedish citizens do not require OSHC. OSHC is a requirement for student Visa holders only. Students may arrange their own OSHC or have Russo Business School arrange it on their behalf. Fees vary depending on the length of the student visa and are subject to change. Students with a spouse and/or other dependants are required to pay a higher premium.

**BOOKS AND MISCELLANEOUS STUDY EXPENSES**
A minimum of $AU 400 per trimester is required for text books. Students will also need to budget for other study associated costs such as stationery and subject handbooks.

<table>
<thead>
<tr>
<th>Estimated Weekly Costs</th>
<th>$AU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (share accommodation)</td>
<td>$130 - $150</td>
</tr>
<tr>
<td>Groceries</td>
<td>$80 - $100</td>
</tr>
<tr>
<td>Electricity</td>
<td>$20 - $30</td>
</tr>
<tr>
<td>Mobile Phone and Internet</td>
<td>$20 - $30</td>
</tr>
<tr>
<td>Public Transport/Travel</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>Miscellaneous (clothes, toiletries, medical)</td>
<td>$20 - $30</td>
</tr>
<tr>
<td><strong>Total Estimated Weekly Costs</strong></td>
<td><strong>$290 - $380</strong></td>
</tr>
</tbody>
</table>

*All prices are to be used as a guide only and can vary based on individual circumstances. For more information regarding living in Australia visit the Study in Australia website at: www.studyinaustralia.gov.au

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**2016 Fees ($AU)**

<table>
<thead>
<tr>
<th>Trimester Duration</th>
<th>Subject Total</th>
<th>Per Subject</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Business</td>
<td>3</td>
<td>8</td>
<td>2,250</td>
</tr>
</tbody>
</table>

Fees are correct at time of printing.
Important Information

STUDY DATES

<table>
<thead>
<tr>
<th></th>
<th>Trimester One 2016</th>
<th>Trimester Two 2016</th>
<th>Trimester Three 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Orientation</td>
<td>18 March</td>
<td>22 July</td>
<td>18 November</td>
</tr>
<tr>
<td>Lecture Commencement</td>
<td>21 March</td>
<td>25 July</td>
<td>21 November</td>
</tr>
<tr>
<td>Tuition Fee Payment Due Date</td>
<td>18 March</td>
<td>22 July</td>
<td>18 November</td>
</tr>
<tr>
<td>Exam Period</td>
<td>13 - 17 June</td>
<td>17 - 21 October</td>
<td>20 - 24 February 2017</td>
</tr>
</tbody>
</table>

AUSTRALIAN VISA INFORMATION

It is essential that you apply for an Australian student visa before arriving in Australia. To apply you need to contact your nearest Australian Embassy, Consulate or High Commission. Their worldwide locations can be found at: www.dfat.gov.au/missions

You can also contact the Department of Immigration and Border Protection (DIBP). The DIBP website contains comprehensive information about applying for visas, health requirements, student work rights and restrictions and Frequently Asked Questions (FAQs) about student visas: www.border.gov.au/trav/stud

Streamlined Visa Processing
DIBP must be satisfied that you are a Genuine Temporary Entrant, that your primary purpose for coming to Australia is to study and that you are a genuine student. You must meet DIBP’s health and character requirements, and DIBP will also require you to declare that you have sufficient funds to pay your tuition fees and support yourself for the duration of your course.

For more information about DIBP’s Genuine Temporary Entrant and Genuine Student requirements see: www.border.gov.au

Working as a student
Under Australian immigration regulations, students on a student visa may work up to 40 hours per fortnight during university teaching periods and without restriction during university vacations.

Permission to work in Australia will be automatically included when you are granted your student visa.

Working rights for your partner
If your spouse is joining you, he or she can also work while you are studying in Australia by applying for a permission to work visa. The work conditions for your spouse will vary depending on the degree you are studying.

Bringing your family
Your spouse and children can join you in Australia but each family member must be added to the student visa application, and certain conditions will apply depending on the age of each member.

If you have children who will be attending school while in Australia, you will have to pay school fees for them.

For more information, visit:
www.eqi.com.au

ESOS Act and Tuition Protection Service
As a provider of education services to international students in Australia, Russo Business School is required to comply with the Education Services for Overseas Students Act (ESOS Act) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code). The ESOS legislation and National Code specify minimum standards for the delivery of courses to students in Australia studying on a student visa and regulate what information must be given to existing and prospective international students, what support must be provided to existing students, what records are kept and what information is to be given to government agencies about international students. For more information visit the ESOS Act webpage - www.internationaleducation.gov.au

Russo Business School’s Tuition Fee Policy for International Students applies to overseas students who do not commence their studies with Russo Business School, or withdraw before their course is completed. The Policy sets out the circumstances in which a student is entitled to a refund as required under the ESOS Act, and can be found on our website.

† Fees are subject to change and conditions
The Tuition Protection Service (TPS) is a placement and refund service for international students studying on a student visa which also operates under the ESOS Act. The TPS replaces the Tuition Assurance Scheme and the ESOS Assurance Fund. On the rare occasions that a provider is unable to deliver a course an international student has paid for and does not meet its legal obligations to make alternative course replacements or provide a refund, the TPS will assist students to find an alternative place or, if this is not possible, provide a refund of any unspent tuition fees.

For further information see: www.tps.gov.au

Deferral, temporary suspension or cancellation of enrolment
The ESOS National Code and student visa conditions contain restrictions on when you, or Russo Business School, can defer, suspend or cancel your enrolment. You may only defer commencement of your study or take a leave of absence once you have commenced when there are “compassionate or compelling” reasons for doing so. A “compassionate or compelling” reason is something which is beyond your control and which has, or will have, an impact on your academic progress or wellbeing.

The Institute may suspend a student temporarily, enforcing a break from study, in certain circumstances. For details of those circumstances, and more information on deferral, suspension and cancellation, see the Deferral, Suspension and Cancellation of Study Guidelines for students and applicants who hold international student visas on our website.

REGISTRATION AND ORIENTATION WEEK
Registration and Orientation at Russo Business School is compulsory for all newly enrolled students to attend. This week is spent ensuring that all students are correctly registered and enrolled in their program and receive their student card and student login, so they can start their chosen course and subjects on time.

Registration and Orientation is also a campus-wide celebration for students commencing their studies at Russo Business School. It is an excellent opportunity to meet lecturing staff and make friends upon arriving at Brisbane.

For most students, this week is usually the first experience at life beyond high school in a new country, and for this reason, Registration and Orientation at Russo Business School has been carefully planned to ensure students a smooth transition into Australian studies and campus life, enhancing the student experience.

Registration and workshops are compulsory so make sure that you take these dates into consideration when booking your flights to Brisbane.

A detailed schedule for Registration and Orientation week is usually made available on the website, a month before the start of a new trimester.

HOW YOU WILL BE ASSESSED
The Institute has a variety of assessment methods that apply to its courses. These include examinations, essays, oral presentations, group projects, assignments, quizzes, practical examinations, placements, laboratory reports, class participation, theses and workshops. Details of assessments for particular courses are available at the subject level from the Russo Business School website.

MODE OF DELIVERY
All programs and subjects are timetabled over each trimester. Students on study visas must attend each trimester with a study load of three (3) subjects except for your last trimester which consists of (2) subjects.

All conditions of attendance and study can be found on the Russo Business School website under student policies.
How to apply?

Step 1
Send your completed application form with all supporting documentation, including certified academic transcripts and IELTS/TOEFL/Pearson (PTE Academic) scores (if required), to Russo Business School.

Please indicate on your application form if you wish to be considered for recognition of prior learning.

NOTE: If documentation is in a language other than English, an official certified translation must be included and translated by the issuing organisation or by an official translating service.

Step 2
Your application will be assessed on academic and English entry requirements for your preferred degree.

Step 3
If your application is successful, we will generate an electronic letter of offer which you will receive by email. The letter of offer includes:
• your name and duration of the course you have been accepted
• any credit you have been awarded for previous study
• tuition fees and other costs

Step 4
Once you have received your letter of offer, please ensure that any conditions in your offer schedule have been met. Complete and sign the acceptance and payment agreement and return it to Russo Business School or our overseas representative, along with the advance deposit required.

Step 5
An electronic Confirmation of Enrolment (eCOE) will be issued. This is the document you will need to obtain a student visa for Australia. More details will be provided upon acceptance of your offer.

Step 6
Use your eCOE to obtain a student visa from your nearest Embassy or Consulate in your home country.

NOTE: Visa applications can take up to three months or more to process depending on your nationality and the country from which you are applying.

Step 7
Once you have a student visa, you are ready to begin your study.

Visa Information
It is very important for students to apply for a student visa before arriving in Australia. To find out how apply, please contact your nearest Australian Embassy, Consulate or High Commission or go to - www.dfat.gov.au/missions

You may also contact the Department of Immigration and Border Protection (DIBP). The DIBP website contains comprehensive information about applying for visas, student work rights and restrictions, health requirements, and FAQs (Frequently Asked Questions) about student visas.

If you have questions about student visas and related issues, you can contact DIBP at - www.immi.gov.au

Links to:
• Overseas Student Health Cover information
• Preparing for arrival
• Accommodation information
Preferred Course

Course Name:

When would you like to start your studies?

Trimester: □ One (March) □ Two (July) □ Three (November) Year:

Personal Details

Family Name: Title: □ Mr □ Mrs □ Miss □ Ms □ Other

Given Names: Gender: □ Male □ Female □ Other

Email Address: Date of Birth: / / (dd/mm/yy)

Phone (home): Phone (mobile):

Home Country Address:

Address (where we can contact you about your application). If applying through an agent, please put the agent’s details here:

Country in which you are submitting this application:

Citizenship: Country of Birth:

Do you hold a current Australian visa? □ Yes □ No If yes, please give category of visa:

Do you have a disability, psychological or medical condition which may affect your studies? □ Yes □ No (If yes, attach supporting documents)

Will you be bringing family members on a dependant student visa? □ Yes □ No

Do you require us to organise Overseas Student Health Cover (OSHC)? □ Yes □ No If yes, please indicate: □ Single □ Dual □ Multi

English Language Proficiency

English is the main language spoken in my home? □ Yes □ No If no, please indicate language:

I will have / or have taken an within the past two years (please tick appropriate box):

□ Academic IELTS test □ TOEFL test □ Pearson (PTE Academic)

Date of Birth: / / (dd/mm/yy) Please attach original documentation

□ I have undertaken studies (secondary/high school/university) for a minimum of two years in which the language of instruction was English. Please attach documentary evidence.

Credit for Previous Study

Are you applying for credit for previous studies? □ Yes □ No

If yes, please attach the course syllabus for each of the subjects you wish to seek credit for. If your educational institution has an articulation agreement with Russo Business School, you are not required to submit this documentation.

Financial Sponsor

□ I am being sponsored by the organisation whose details are attached. Attach official letter to application.

□ Other □ None
Declaration (all applicants must complete)

I declare that the information I have supplied in this application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by Russo Business School, which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at Russo Business School is accepted, and in consideration of provision of educational resources by Russo Business School, I will be bound by the provisions of Russo Business School’s relevant student handbooks, statutes, rules and policies as are in force from time to time, and will be subject to the lawful instructions of officers of Russo Business School.

SIMPLIFIED STUDENT VISA FRAMEWORK

I make this declaration in relation to my application for my preferred course/s at Russo Business School. I understand that Russo Business School will rely on this declaration in relation to any offer of enrolment in the course which is made to me. I understand that Russo Business School will rely on this declaration in relation to any offer of enrolment in the course which is made to me.

I declare that:

• I am a Genuine Temporary Entrant and a Genuine Student*;
• Studying the course is my primary purpose for coming to Australia;
• I understand that if I am granted an Australian student visa, I am legally required to comply with the conditions associated with holding that visa;
• I believe that I am academically qualified for the course I have applied for and have, or will have, the English proficiency level required to commence the course;
• I have calculated the cost of my course, am aware of the current exchange rate between the currency of my home country and the Australian dollar and understand that the exchange rate will vary from time to time;
• I have genuine access to the total funds required**, while in Australia, to cover all tuition fees, travel costs (including return airfare), living costs and overseas student health cover for myself and my dependants (if any) for the duration of the course; and
• If I have ever been refused a visa for entry into Australia, I have advised Russo Business School and provided a copy of the visa refusal notification from DIBP and any other relevant documentation.

* For the definition of Genuine Temporary Entrant and details of other requirements under SSVF visit: https://www.border.gov.au/Busi/Educ/simplified-student-visa

PRIVACY

Personal information supplied on this form will be handled in accordance with Russo Business School’s Privacy Policy (available at www.russo.qld.edu.au). I acknowledge that this information may be provided to other areas of Russo Business School and to third parties for administrative and legislative purposes (under the ESOS Act 2000 and the National Code), including but not limited to the Russo Business School Student Association; Russo Business School’s educational representatives and business partners; Australian Commonwealth and State agencies; other academic institutions to verify my previous qualifications; the TPS Director of the Tuition Protection Service; and my OSHC provider.

Signature: Date: / / (dd/mm/yy)

Please send all completed forms to the following Russo Business School location, or to one of Russo Business School’s approved agents, listed online at: http://www.russo.qld.edu.au

Russo Business School
349 Queen Street
Brisbane QLD 4000
Australia

Phone: +61 7 3001 7800
Fax: +61 7 3001 7899
Email: admissions@russo.qld.edu.au

This application form can be downloaded from: www.russo.qld.edu.au
CRICOS Provider No. 03441F
Where we are

Our campus is located on 349 Queen St, in the heart of Brisbane City. Brisbane has a large international airport with flights daily to and from countries all over the world and within Australia. It is easy to travel to other Australian states and territories via plane and other modes of transportation.