

**PRIMUS**  
**ENGLISH**

Come **Learn** With Us!

**PROSPECTUS**

# Student Testimonials

- ✔ "The atmosphere is very positive relaxed, and friendly. It's been very useful for me. Thank you!"- *Joe*
- ✔ "My experience in Primus English has been excellent. The classes are well structured, the exercises and techniques were very useful. Teachers and staff are friendly and supportive. I feel my English has improved significantly. Thank you Primus!"- *Marianna*
- ✔ "I'm really happy that I could study English in Primus. Awesome teachers, nice friends, good location. I couldn't find a bad thing about Primus. Thanks a lot for everything. Love Primus! The best school ever!"- *Narumi*
- ✔ "I highly recommend Primus! Staff are very friendly and helpful. I did the OET preparation course for 5 weeks and I got A and B! Thank you Primus!"- *Letitia*
- ✔ "Wonderful class! Awesome teacher and lovely classmates. Everyone is so nice and friendly. Primus is a very good English school"- *Fha*
- ✔ "They are not only teachers. They are teacher, manager, counsellors and friends. They teach English and life. Because of them, I could survive in Australia. I strongly recommend here."- *Wonwoo*
- ✔ "Wonderful class! Awesome teacher and all staff are nice and friendly. Primus is an excellent English school. I highly recommended!"- *Jefferson*
- ✔ "Hello everybody! I really appreciated General English course, I always learnt something new, for everyday life and more. Fantastic teacher and staff and international students... you need to try it for yourself!"- *Ida*



# Welcome to **PRIMUS ENGLISH!**

Primus English provides high-quality education in a fun, friendly, and supportive learning environment.

Our campus is located in the heart of Melbourne. It is close to public transport, and is surrounded by major shopping, dining, and entertainment areas.

Primus English has excellent facilities and resources that are fully equipped with state-of-the-art audio visual equipment, Wi-Fi internet, and a computer lab. We have a range of English Language, Business, and Medical reference books for students to use on the premises.

Primus English is an English Language Training institution registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS 02855C) and operates in accordance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) and English Language Intensive Courses for Overseas Students standards (ELICOS National Standards 2018). You must be 18 years old or older at the date of commencement of your course. Our courses are taught in a class room environment with 20 scheduled course contact hours per week.

This publication provides an overview of Primus English and our courses. For details, please visit [www.eprimus.com.au](http://www.eprimus.com.au) or contact us at [info@eprimus.com.au](mailto:info@eprimus.com.au)

## Why Primus English?

- Centrally located in the heart of Melbourne
- Highly qualified and friendly teachers
- Modern facilities with state-of-the-art technology
- Students from all over the world
- Warm, friendly and fun school culture
- Exciting extracurricular activities
- Pronunciation & Conversation classes every week
- Supportive, helpful student services



## General English

(Elementary to Advanced)

CRICOS Course Code: 073626F

**General English is for all students wanting to improve their ability to communicate in English – from elementary all the way to advanced level, there’s a General English course to suit your needs.**

The General English course is for students who wish to improve their overall English language proficiency, in both verbal and written domains. The course is perfectly suited to preparing students for other courses like IELTS Preparation or English for Academic Purposes, or for students to build more confidence in their English ability while settling in Australia.

The course follows an integrated skills approach, with students performing a range of reading, writing, speaking, and listening exercises to develop and improve their verbal and written communication ability. During the course, students will also engage in exercises to improve their use of grammar, pronunciation, and vocabulary. The course equips students to express themselves on a wide range of topics with proficiency and confidence.

The Primus General English course offers five levels of proficiency: Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, and Advanced. In other words, the General English course progresses from the CEFR of A2 to C1.

<b>Entry Requirement:</b>	Year 10 or equivalent
<b>Duration:</b>	5 - 50 weeks
<b>Delivery Mode:</b>	Face to face classroom
<b>Scheduled Hours:</b>	20 hours per week
<b>Timetable:</b>	Day and Evening
<b>Intakes:</b>	Every Monday
<b>CRICOS Course Code:</b>	073626F



## IELTS Preparation

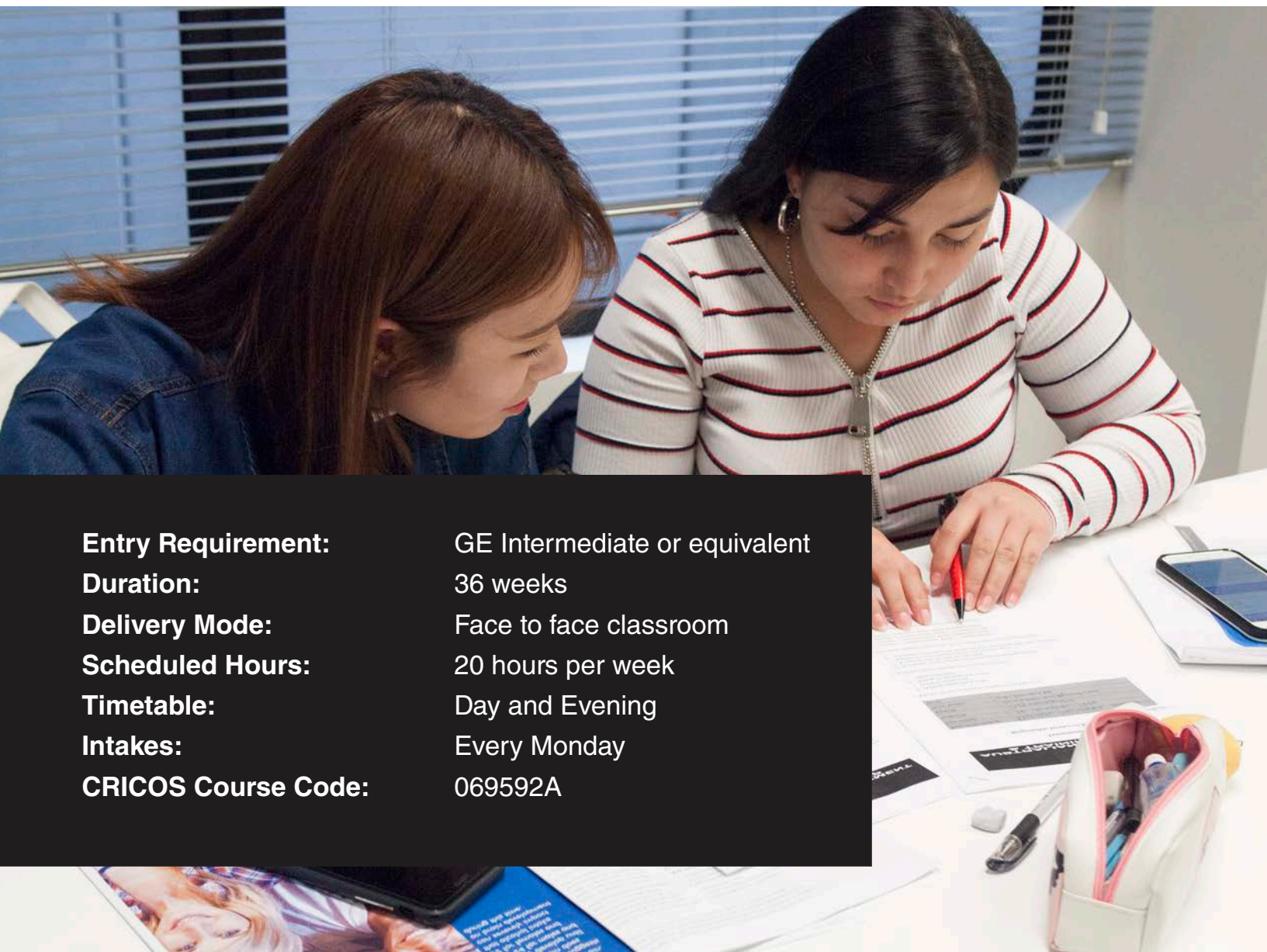
(Intermediate to Advanced)

CRICOS Course Code: 069592A

**IELTS Preparation is designed from the ground up to prepare students for the IELTS exam, giving them the vocabulary, language, and pronunciation skills to pass the exam in conjunction with mock tests to measure your progress throughout the course.**

The IELTS Preparation course is for students who want to prepare for the IELTS exam. The course familiarises students with the requirements of the exam and its four sections: Reading, Listening, Writing and Speaking. Students will practice each of these skills extensively, as well as focusing on improving their grammar, vocabulary, spelling, punctuation and pronunciation.

Students will learn strategies to help them fully demonstrate their language ability in the exam and regularly take full mock exams (Reading, Listening, Writing and Speaking) to practice these strategies. Every type of IELTS writing task, including both Academic and General Training modules, is covered systematically during each level of the course.



<b>Entry Requirement:</b>	GE Intermediate or equivalent
<b>Duration:</b>	36 weeks
<b>Delivery Mode:</b>	Face to face classroom
<b>Scheduled Hours:</b>	20 hours per week
<b>Timetable:</b>	Day and Evening
<b>Intakes:</b>	Every Monday
<b>CRICOS Course Code:</b>	069592A

# Occupational English Test (OET) Preparation

CRICOS Course Code: 094332B

## Our OET Preparation course has been designed in-house in collaboration with language and medical experts to best prepare students for passing the OET Exam.

The OET Preparation course is for medical professionals who plan to take the Occupational English Test, or pursue a career or studies in nursing, medicine, or a related discipline. The course will prepare students for all four components of the OET test: Reading, Listening, Writing, and Speaking. Students will practice each of these skills extensively, through a wide range of practice materials created specifically to prepare student for the OET. The course material focuses on helping students achieve higher proficiency in all aspects of the OET while also improving their general grammar, vocabulary, spelling, punctuation, and pronunciation.

The course is administered by teachers with extensive experience with OET. Students will learn strategies to help them demonstrate their language ability in the exam. All practice materials and mock exams are modelled on real OET tests to ensure that you are as best prepared for the test as possible.



<b>Entry Requirement:</b>	GE Upper Intermediate or equivalent + Healthcare Professional Background
<b>Duration:</b>	12 weeks
<b>Delivery Mode:</b>	Face to face classroom
<b>Scheduled Hours:</b>	20 hours per week
<b>Timetable:</b>	Day
<b>Intakes:</b>	Every Monday
<b>CRICOS Course Code:</b>	094332B

## English for Academic Purposes

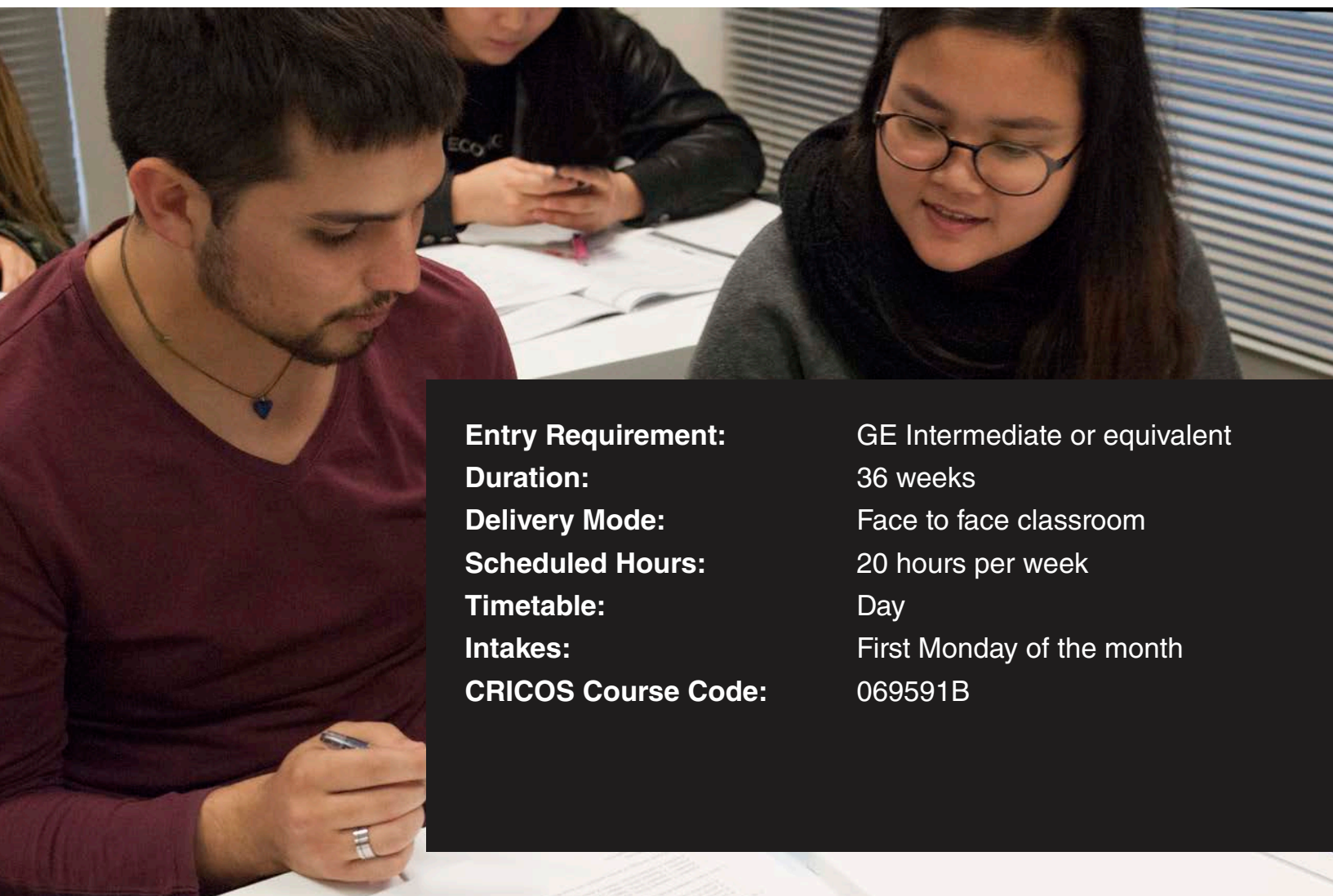
(Intermediate to Advanced)

CRICOS Course Code: 069591B

**EAP is for students looking to engage in further study in Australia or abroad in English-speaking countries. It enhances and develops students' academic English abilities through engaging them with academic literature, oral presentations, debates, and other real-world exercises to build skills and confidence.**

The English for Academic Purposes (EAP) course is designed to help students develop their verbal and written communication skills for further study in an English-speaking environment.

Students will engage in texts preparing them for the language requirements for vocational and tertiary level academic environments, while also developing critical thinking skills and strategies. Course materials include complex texts from a range of academic domains – engineering, science, technology, business, education, sociology, art, language, and the environment. Students will engage with these through lectures, articles, classroom discussions, presentations, written essays, and more.



<b>Entry Requirement:</b>	GE Intermediate or equivalent
<b>Duration:</b>	36 weeks
<b>Delivery Mode:</b>	Face to face classroom
<b>Scheduled Hours:</b>	20 hours per week
<b>Timetable:</b>	Day
<b>Intakes:</b>	First Monday of the month
<b>CRICOS Course Code:</b>	069591B

## Business English

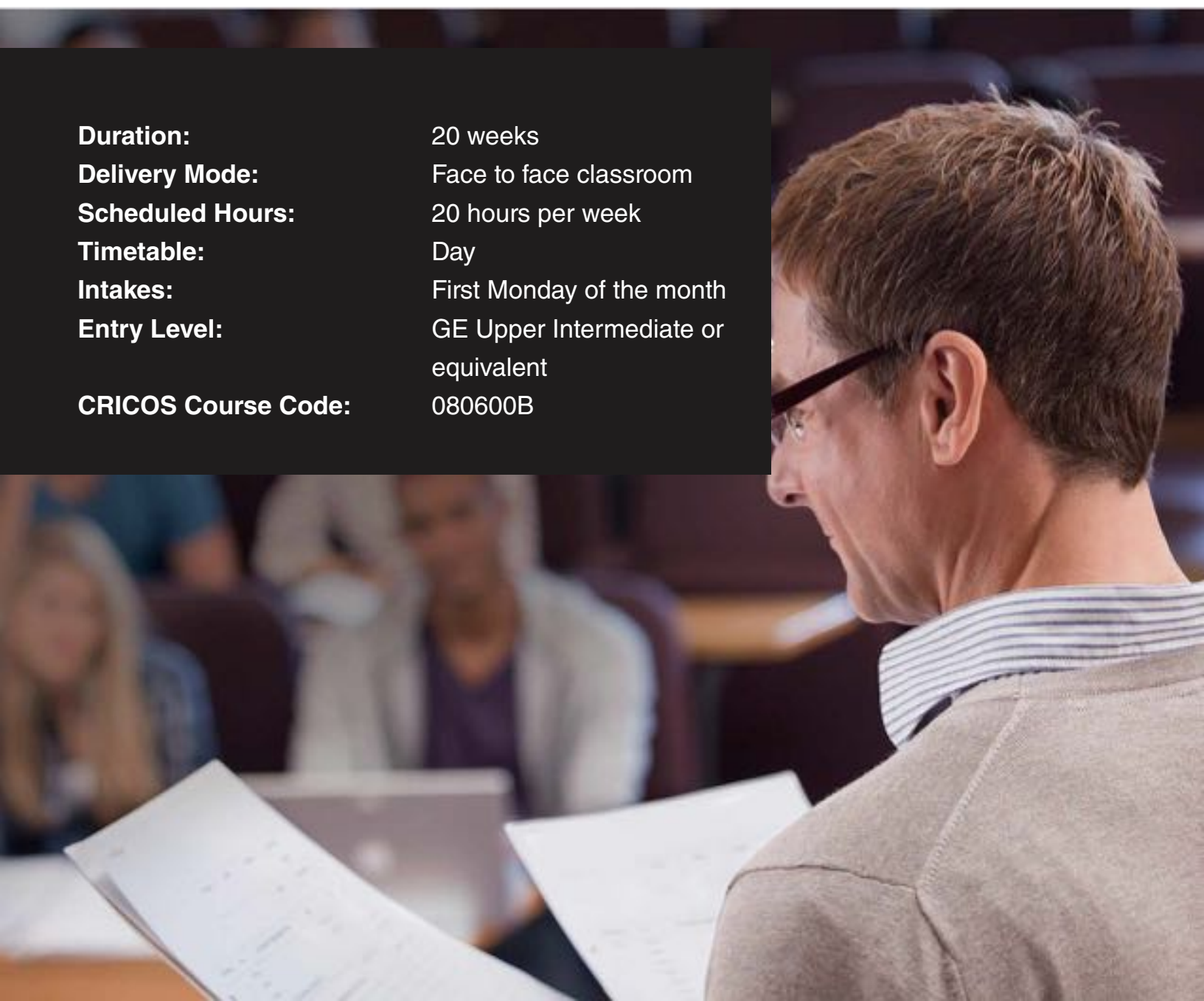
(Upper Intermediate to Advanced)

CRICOS Course Code: 080600B

**Business English equips students with the necessary skills to communicate effectively in an English-speaking business setting, whether in Australia or internationally.**

The Business English course is for students who wish to improve their ability to communicate in English specifically in a business setting. The course materials are developed based on real world business scenarios, such as participating in meetings, giving presentations, refining telephone skills, reading and writing emails, and building business and finance vocabulary.

<b>Duration:</b>	20 weeks
<b>Delivery Mode:</b>	Face to face classroom
<b>Scheduled Hours:</b>	20 hours per week
<b>Timetable:</b>	Day
<b>Intakes:</b>	First Monday of the month
<b>Entry Level:</b>	GE Upper Intermediate or equivalent
<b>CRICOS Course Code:</b>	080600B





# GENERAL ENGLISH OUTCOME OBJECTIVES

## GENERAL ENGLISH ELEMENTARY

1. Listen to and follow simple instructions, directions, and commands.
2. Listen to and respond to basic conversations on familiar topics.
3. Ask simple questions and give simple explanations, instructions, commands, warnings to another person.
4. Read, write, use and respond to basic statements & questions.
5. Write simple directions, short notes and compose a short, simple paragraph on familiar topics.

## GENERAL ENGLISH PRE-INTERMEDIATE

1. Understand the main points of clear information on familiar matters regularly encountered in everyday life.
2. Deal with situations likely to arise whilst travelling in an area where English is spoken.
3. Produce simple connected text on topics which are familiar or of personal interest.
4. Describe experiences and events; dreams, hopes and ambitions; and briefly give reasons and explanations for opinions and plans.
5. Able to understand the main points of clearly articulated speech on familiar matters regularly encountered in work, school, leisure, etc., including short narratives.

## GENERAL ENGLISH INTERMEDIATE

1. Understand extended speech, even when it is not clearly structured and relationships are implied.
2. Understand TV programmes and films without too much effort.
3. Read articles and reports about contemporary problems.
4. Understand a writer's point of view.
5. Understand contemporary literature.
6. Interact with a degree of fluency and spontaneity with native speakers.
7. Take part in discussions in familiar contexts, accounting for and sustaining views.
8. Write letters highlighting the personal significance of events and experiences.
9. Write clear, detailed texts on a wide range of subjects.
10. Write an essay or report, passing information and providing supporting arguments.
11. Present clear, detailed descriptions on a wide range of subjects.
12. Give a viewpoint on a topical issue and give rationale.



# GENERAL ENGLISH OUTCOME OBJECTIVES

## GENERAL ENGLISH UPPER INTERMEDIATE

1. Understand extended speech, even when it is not clearly structured and relationships are implied.
2. Understand TV programmes and films without too much effort.
3. Read articles and reports about contemporary problems.
4. Understand a writer's point of view.
5. Understand contemporary literature.
6. Interact with a degree of fluency and spontaneity with native speakers.
7. Take part in discussions in familiar contexts, accounting for and sustaining views.
8. Write letters highlighting the personal significance of events and experiences.
9. Write clear, detailed texts on a wide range of subjects.
10. Write an essay or report, passing information and providing supporting arguments.
11. Present clear, detailed descriptions on a wide range of subjects.
12. Give a viewpoint on a topical issue and give rationale.

## GENERAL ENGLISH ADVANCED

1. Understand extended speech and lectures even when it is not clearly structured and when meanings are implied
2. Understand TV programs and films with minimal effort.
3. Express themselves fluently without much hesitation
4. Use language flexibly and effectively for social and professional purposes
5. Formulate ideas and opinions with precision
6. Understand long and complex factual and literary texts.
7. Understand specialized articles and longer technical instructions regardless of subject matter
8. Express themselves in clear, well-structured text, expressing views at some length.
9. Write about complex subjects in a letter, an essay or a report
10. Select appropriate style with the reader in mind



# IELTS OUTCOME OBJECTIVES

## IELTS - UPPER INTERMEDIATE

1. Read texts for overall meaning
2. Identify a paragraphs focus
3. Locate key details
4. Identify true or false information
5. Summarise texts
6. Navigate unfamiliar lexical items
7. Listen to a range of oral texts for overall meaning
8. Listen for and identify key details
9. Complete flowcharts while listening
10. Follow signposting language
11. Write a short discursive or argumentative essay
12. State a clear position relative to an essay question
13. Write clear topic sentences
14. Use discourse markers to enhance cohesion
15. Identify clear trends in a graphic
16. Support trends with data from a graphic
17. Write a letter with varying degrees of formality
18. Speak in an interview
19. Answer questions on familiar and/or personal topics
20. Discuss events from the past
21. Make comparisons
22. Discuss abstract or unfamiliar topics to a limited degree
23. Use aspects of pronunciation (linking/stress/intonation) to enhance intelligibility
24. Comprehend and produce some complex grammatical structures
25. Comprehend and produce some less common lexical items



## IELTS - ADVANCED

1. Quickly read texts for overall meaning
2. Identify a paragraph's focus
3. Recall and locate key details
4. Quickly identify true or false information
5. Summarise texts
6. Navigate unfamiliar lexical items
7. Listen to a range of oral texts for overall meaning
8. Listen for and identify key details
9. Complete flowcharts while listening
10. Follow signposting language
11. Write a short discursive or argumentative essay
12. State a clear position relative to an essay question
13. Write clear topic sentences
14. Extend ideas using a range of linking techniques
15. Use discourse markers to enhance cohesion
16. Identify clear trends in a graphic
17. Support trends with data from a graphic
18. Write a letter with varying degrees of formality
19. Speak in an interview
20. Answer questions on familiar and/or personal topics
21. Discuss events from the past
22. Make comparisons
23. Easily discuss abstract or unfamiliar topics
24. Consistently use aspects of pronunciation (linking/stress/intonation) to enhance intelligibility
25. Comprehend and produce a wide variety of complex grammatical structures with accuracy
26. Comprehend and produce a wide range of less common lexical items with accuracy



# OUTCOME OBJECTIVES

## BUSINESS ENGLISH

1. Quickly read texts for overall meaning
2. Identify a paragraph's focus
3. Recall and locate key details
4. Quickly identify true or false information
5. Summarise texts
6. Navigate unfamiliar lexical items
7. Listen to a range of oral texts for overall meaning
8. Listen for and identify key details
9. Complete flowcharts while listening
10. Follow signposting language
11. Write a short discursive or argumentative essay
12. State a clear position relative to an essay question
13. Write clear topic sentences
14. Extend ideas using a range of linking techniques
15. Use discourse markers to enhance cohesion
16. Identify clear trends in a graphic
17. Support trends with data from a graphic
18. Write a letter with varying degrees of formality
19. Speak in an interview
20. Answer questions on familiar and/or personal topics
21. Discuss events from the past
22. Make comparisons
23. Easily discuss abstract or unfamiliar topics
24. Consistently use aspects of pronunciation (linking/stress/intonation) to enhance intelligibility
25. Comprehend and produce a wide variety of complex grammatical structures with accuracy
26. Comprehend and produce a wide range of less common lexical items with accuracy



## Occupational English Test (OET) Preparation

1. Can quickly read a text for main ideas
2. Can scan a written text for key words
3. Can read longer texts and identify main ideas, and infer a writer's position
4. Can listen to a conversation and take notes
5. Can identify key words in a spoken text
6. Can read case notes and identify key information about a patient
7. Can write a referral letter, highlighting appropriate information to the intended audience
8. Can write with a high degree of organisation, cohesion, and grammatical accuracy
9. Can interact with a patient, carefully listening, eliciting information, showing empathy, and offering support
10. Can use aspects of suprasegmental pronunciation to enhance outcomes during an interaction with a patient
11. Can anticipate and manage challenges when dealing with emotional, traumatised, or elderly patients
12. Can effectively use layman's terms to transmit important medical information and advice in a patient consultation.



# Sample Timetables

All full-time Primus English courses consist of 20 hours of classroom study. A sample morning and evening timetable can be seen below:

## Morning Classes Sample Timetable

Time \ Day	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am - 10:30am	Weekly Revision Grammar Skills	Vocabulary Skills Pronunciation	Homework Check Grammar Skills	Listening Skills Writing Skills	Informal Interaction
10:30am - 10:45am	Class Break (15 min)				
10:30am - 12:15pm	Oral Communication Skills	Listening Skills	Reading	Weekly Review	
12:15pm - 1pm	Lunch Break (45 min)				
1pm - 2:30pm	Vocabulary Skills Multimedia	Reading Skills Functional Language	Writing Skills Oral Presentation	Leisure Activity	

## Evening Classes Sample Timetable

Time \ Day	Monday	Tuesday	Wednesday	Thursday	Friday
5:00pm to 7:00pm	Weekly Revision Grammar Skills	Vocabulary Skills Pronunciation	Homework Check Grammar Skills	Homework Check Listening Skills	Multimedia Functional Language
7:00pm - 7:15pm	Class Break (15 min)				
7:15pm - 9:15pm	Oral Communication Communication Skills	Reading Listening Skills	Reading	Writing Oral Communication Skills	Presentation Leisure Activity

# Additional Classes

Primus English offers a range of additional classes for students looking to supplement or fast-track their learning.

## Conversation and Pronunciation

Primus English offers free Pronunciation and Conversation classes that are specifically focused on improving students' spoken English. Every week, students will practice and improve their stress and intonation while speaking English. Students will meet new people, chat to them in a relaxed situation, and apply what they have been learning in their classes. They will work on functional language, thereby getting opportunities to engage in conversations based on real life situations.

## IELTS Booster

The IELTS booster class is designed to familiarise and prepare students for the IELTS exam. Each week, it covers a single aspect of the exam, provides tips and approaches for answering questions, as well as practice activities. No IELTS experience is necessary. This is an optional class and is held depending upon demand.

## Job Club

Participating in Job Club helps you get a job in Australia. You will learn what employers are looking for, how to prepare effective resumes, how to confidently deal with an interview, how to write cover letters, as well as how to look for jobs (online and in person) and understand your rights and responsibilities at work. This is an optional class and is held depending upon demand.



# Indicative Fees And Charges

Following are the indicative maximum fees and charges. Please confirm the prevailing fees and charges with [admissions@eprimus.com.au](mailto:admissions@eprimus.com.au) or with your student consultant for the course of your choice as fees and charges are subject to change.

## Tuition Fees

General English (CRICOS Course Code 0736626F)	\$270.00 per week
IELTS Preparation (CRICOS Course Code 069592A)	\$270.00 per week
OET Preparation (CRICOS Course Code 094332B)	\$270.00 per week
English for Academic Purposes EAP (CRICOS Course Code 0695918)	\$270.00 per week
Business English (CRICOS Course Code 0806008)	\$270.00 per week

## In addition, the following charges apply

Enrolment Fee (One time)	\$200.00
Material Fee:	
Enrolment Duration 1 -10 weeks	\$80.00
Enrolment Duration 11-20 weeks	\$150.00
Enrolment Duration 21-30 weeks	\$200.00
Enrolment Duration 31+ weeks	\$240.00

## ESOS

The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. For more information, please visit: <https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>



# REFUND POLICY

## FULL REFUND

Primus English will make a full refund of tuition fees paid less deductions listed below in the following circumstance:

If the application for an initial student visa is unsuccessful, Primus English, reserves the right to retain the enrolment fee of A\$200. A request for refund in writing using the Form F2 Application for Refund and proof of visa refusal from the Australian Government must be submitted to Primus English to claim a refund of tuition fees. This refund will be paid to the applicant within 28 days of acceptance of the claim.

Primus English reserves the right to cancel or postpone any course prior to its scheduled commencement date. In such circumstances, a full refund of tuition fees will be made within 14 days of the date the course ceases to be offered by Primus English.

## PARTIAL FEE REFUND

Primus English will make a partial refund of 50% of tuition fees to students who wish to withdraw provided written notice of withdrawal is received from the candidate at least 28 calendar days prior to the initial course commencement.

## NO REFUND

No fee refund will be paid where written notice of withdrawal is received from a candidate less than 28 days from course commencement or once the course has commenced.

In the event that an extension to a student's visa is not granted, a refund will not be issued. Students are advised not to enrol if they believe a student visa may not be granted.

Should a student's enrolment be cancelled because of infringement of Primus English disciplinary policy or for a breach of student visa conditions, no refund of current terms fees will be paid.

Students who have not paid at the time of cancellation will still be liable to pay all outstanding fees.

## APPLICATION FOR REFUND

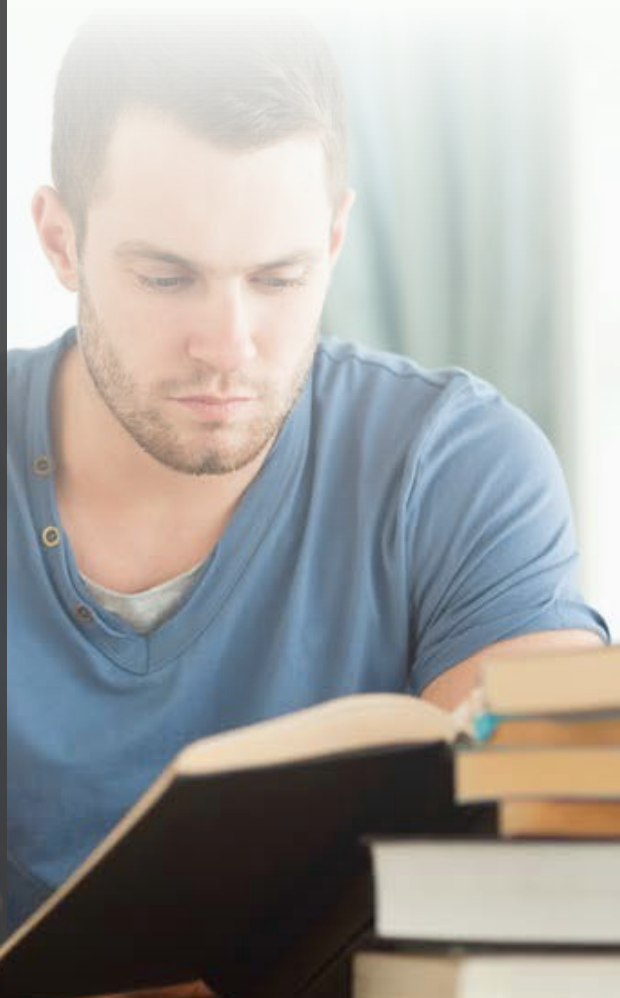
Application for a Refund in accordance with this refund policy must be made in writing, using the refund form F2 available on the Primus English website [www.eprimus.com.au](http://www.eprimus.com.au) or from Student Support stating reasons and enclosing the required documents. The Application for Refund may be sent by email to [admissions@eprimus.com.au](mailto:admissions@eprimus.com.au) or submitted as follow:

**Student Administration**  
**Primus English**  
**Level 3**  
**123 Lonsdale St**  
**Melbourne 3000**

All refunds must be approved by the Operations Manager or nominee. Exemption to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the Operations Manager or nominee.

## PAYMENT OF REFUND

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her own home country or the person nominated by the student. If the student is transferring to another institution in Australia (subject visa conditions), the refund may be transferred to that institution. Primus English will provide calculation of the refund to the student on request.





# Accommodation Living Expenses and Key Information

Following is an extract from the Australian Government website <https://www.studyinaustralia.gov.au> for issues of interest to you. Please refer to the said website for more details.

## Accommodation

Once you have confirmed where you will be studying, you can look for accommodation that suits your needs and budget. Some tips when searching for accommodation include:

- The costs will vary depending on your chosen state, city, and type of accommodation.
- Always confirm the total cost and any other expenses you may be required to pay, such as a bond and utility fees.
- Consider how far it is from your campus and whether it is easily accessible by public transport, such as bus or train.
- Find out what shopping centres, hospitals and emergency service facilities, and other amenities are nearby.

## Short-term accommodation

Short-term accommodation options you might want to consider when you first arrive in Australia include:

- Hostels and discounted rates on hotels.
- Temporary housing which may be offered through your institution while you get settled. Talk to your institution's international support staff or check their website for details.

## Rental

You can rent or 'lease' a property by yourself or with friends. This can be done through a real estate agent or privately. When renting a property you will need to pay a security deposit or 'bond' (which is usually four weeks rent), as well as rent in advance (also usually four weeks). The bond is held to repair any damage that you, your house mates or house guests cause to the property while renting. Some, or all, of this amount may be refunded to you once your tenancy agreement has terminated. For more information on your rights and obligations when renting in Australia you should visit the relevant government Fair Trading agency in your state/territory.

## Homestay

With homestay, you will live with a family in their home. Homestay can be a good option for younger students as you will have all the comforts of an established home, often with meals and cleaning included. Families offering homestay accommodation to international students are thoroughly screened to ensure they can provide a suitable living environment for students.



## Legal protection

You have certain responsibilities to meet when it comes to paying accommodation expenses on time, cleaning and maintenance. You also have the right by law to feel secure in your property, maintained with working facilities. If there are any problems with your accommodation, talk to your agent or landlord (if renting), your international student support staff for on-campus living or the service where you found your homestay.

There are also organisations such as tenants unions and consumer advocates that can provide assistance. To find out more visit the relevant government Fair Trading agency in your state/territory.

## Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist you if your institution (referred to as 'Education Provider' under the TPS) is unable to fully deliver your course of study. The TPS may also assist you if you have withdrawn from, or not started, your course and are eligible for a refund of tuition fees and the institution has not paid them.

The TPS will ensure that you are able to either:

- Complete your studies in another course or with another institution, or
- Receive a refund of your unspent tuition fees. Under the Tuition Protection Service international students have a number of rights and obligations. For more information visit the Tuition Protection Service (opens in a new window) website.

## Support services

Institution support services Student support forms a large part of Australia's education system. Institutions provide specialist services to help international students adjust to life and study in Australia, and to achieve their goals. This includes student services such as:

- Language and academic support.
- Designated international student advisers.
- On-arrival reception and orientation programs.
- Childcare, health and counselling.
- Student accommodation.
- Employment services.
- Prayer and worships rooms.
- Banking, shopping and food outlets.
- Clubs, societies, sport and fitness facilities.

Many Australian education institutions are like mini communities, so not only will you be able to undertake your studies amid world-class learning facilities, you will also be able to enjoy the social side of studying as well. You can join a club or society, improve your health and fitness in the gym, join a sports team, attend a social event, or volunteer for community service. To find out full details of what your institution provides please check their website directly.

## Visa compliance

Once you have received your visa, there are requirements you must meet in order for it to remain valid, including;

- You must remain enrolled and maintain satisfactory course progress and attendance.
- If you wish to change your qualification level you will need to apply for a new student visa.
- Provide your Australian address to your institution so they can contact you, and let them know if you change address.
- You must continue to be able to support yourself financially while you're in Australia.
- Do not breach the working conditions applicable to your visa.

## Visa help and assistance

- The Department of Home Affairs website [www.dha.gov.au](http://www.dha.gov.au) provides all information in relation to visa requirements, responsibilities and compliance.
- Your institution's international student support staff can provide you with assistance about the visa you'll need for your course
- Education agents can also help with your visa application and paperwork (as well as your course application).

## Work while you study

Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area.

Most student visas allow you to work for up to 40 hours every two weeks while your course is in session, and standard hours during any scheduled course break, but before you undertake any paid work you need to make sure your visa allows you to work.

## Paid work

Australia has a wide range of industries and many have part time employment opportunities, including:

- Retail -supermarkets, department and clothing stores.
- Hospitality -cafes, bars and restaurants.
- Tourism -hotels and motels.
- Agricultural -farming and fruit-picking.
- Sales and telemarketing.
- Administration or Clerical roles.
- Tutoring.

If you have existing qualifications and/or professional work experience, you may be able to secure casual or part time work in your field.

## Your rights

Everyone working in Australia, including international students or those on working holiday visas, have basic rights at work. These rights protect entitlement to:

- A minimum wage and superannuation.
- Challenge of unfair dismissal from the job
- Leave, breaks and rest periods.
- A healthy and safe work environment.

To find out more about your work rights visit the Australian Government's Fair Work Ombudsman website or call them on 13 13 94.

## Finding Work

There are plenty of ways to find work that suits you, including:

- Newspapers and online job sites.
- Some institutions provide job notice-boards on campus and online. Contact your institution's international student support staff to find out what options your institution offers.
- Register your details at a recruitment firm; many of them help place people in casual or short-term work.



## Living costs in Australia

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia (all costs are in Australian dollars).

The costs below are an approximate guide only. Students should be aware that these costs can vary depending on your study location in Australia.

### Accommodation

- **Hostels and Guesthouses**-\$90 to \$150 per week
- **Shared Rental** -\$85 to \$215 per week
- **On campus** -\$90 to \$280 per week
- **Homestay** -\$235 to \$325 per week
- **Rental** -\$165 to \$440 per week
- **Boarding schools**-\$11,000 to \$22,000 a year

### Other living expenses

- **Groceries and eating out** -\$80 to \$280 per week
- **Gas, electricity** -\$35 to \$140 per week
- **Phone and Internet** -\$20 to \$55 per week
- **Public transport** -\$15 to \$55 per week
- **Car (after purchase)** -\$150 to \$260 per week
- **Entertainment**-\$80 to \$150 per week

### Minimum cost of living

The Department of Home Affairs at [www.dha.gov.au](http://www.dha.gov.au) has financial requirements you must meet in order to receive a student visa for Australia. From 1st February 2018 the 12 month living cost is:

- **You** - \$20,290
- **Partner or spouse** - \$7,100
- **Child** - \$3,040

### Key

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



# How to Apply



## **STEP 1: International Student Application**

- Read the Primus English Prospectus and course information
- Read the Primus English Terms and Conditions of Enrolment in the Student Handbook
- Complete the International Student Application Form
- Attach supporting documentation required in English with the Application
- Send all of the above documents to [admissions@eprimus.com.au](mailto:admissions@eprimus.com.au)

**Please read the following important policies and procedures on our website**  
**[www.eprimus.com.au](http://www.eprimus.com.au)**

- Marketing Accuracy
- Enrolment
- Refunds
- Critical Incidents
- Transfer Between Registered Providers
- Complaints and Appeals
- Course Progress
- Attendance Monitoring
- Student Code of Conduct
- Compassionate and Compelling Circumstances
- Privacy
- Deferment, Suspension and Cancellation

## **STEP 2: Assessment of Application**

- Primus English may require an interview with the student or may ask for more documents related to the application process during the application assessment period

## **STEP 3: Primus English Course Offer**

- If your application is successful you will receive a written Letter of Offer

## STEP 4: Student Acceptance of Letter of Offer

- Sign the Student Agreement and Letter of Offer
- Submit any outstanding documents based on conditions in Letter of Offer
- Student may be required to attend Skype Interview with Primus English prior to confirmation of enrolment
- If homestay and airport pickup are required, please complete the Homestay and Airport Reception Application Form
- Send all of the above documents to [admissions@eprimus.com.au](mailto:admissions@eprimus.com.au)

## STEP 5: Student Payment According to Letter of Offer

- More information on payment options will be provided with your Letter of Offer

## STEP 6: Primus English Issuing Confirmation of Enrolment Letter (eCoE)

- Primus English will issue an electronic Confirmation of Enrolment (eCoE) to the student upon receiving a completed Primus English student acceptance agreement and tuition fee payment

## STEP 7: Student Visa Application

- Please ensure that you include the eCoe(s) with visa application and following documents if required. Please note that in some cases your visa application requires more documents from students.

- **Financial Capacity:** Financial declaration and/or an agent declaration. International students need to have sufficient funds to meet their living costs and also cover their course fees

- **Genuine Temporary Entrants (GTE):** An assessment of how genuine an individual is will be carried out in a bid to prove that the individual in question only wishes to stay in Australia temporarily. Individual circumstances ranging from personal factors that may encourage an individual to return to their home country to immigration history are used when conducting this assessment.

- The Department of Home Affairs can still request additional documentation on a case-by-case basis, like medical check-up, student family History etc.

Please consult with your local education agent (if involved) about any visa application matters or visit the Department of Home of Affairs (DHA) website for more details on visa application for Australia: <https://www.dha.gov.au>

## STEP 8: Primus English final confirmation of Homestay and Airport Pickup

- Read the pre-enrolment information

## STEP 9: Student Arrival for their course at Primus English

- Attend orientation at Primus English-see Letter of Offer for orientation dates and time.



# Student Support & Services

Transitioning to a new environment can be hard. Primus prides ourselves on having friendly, approachable, and helpful student support.

Our multicultural and friendly team is trained to give you all the assistance you need to settle in. Please contact the team for a confidential discussion. The International Student Support Team members can be emailed at [support@eprimus.com.au](mailto:support@eprimus.com.au) or contacted at the campus. This team can guide and assist you with matters listed below.

## Help settling in Melbourne

- ✓ Accommodation
- ✓ Overseas Student Health Cover
- ✓ Visa requirements
- ✓ Orientation and enrolment
- ✓ Student ID cards
- ✓ Application for Tax File Numbers

## Personal adjustments & relationships

- ✓ Counselling
- ✓ Access to self-help resources

## Support with academic matters

- ✓ Policies and procedures
- ✓ Learning support, assessment and attendance issues
- ✓ Computer usage
- ✓ Extracurricular activities

## Referrals to other services

- ✓ Immigration matters
- ✓ Legal matters
- ✓ Specialist counselling
- ✓ Health and wellbeing

## Accommodation

Melbourne offers a wide variety of choices for international student accommodation ranging from Student Residences to Homestay with families.

Student Residences are a good option if you wish to stay in a fun environment and are located in areas adjacent to the city centre like South Yarra, Carlton, Richmond, etc. There is easy access to public transport like trams and trains from these areas. You have the choice of individual rooms, or shared rooms with one or more persons.

Homestay with an Australian family allows you to experience the Australian way of life first hand and immerse yourself in English with native English speakers. Generally, the minimum time requirement for a homestay period is 4 weeks.

## Useful links

### About Melbourne and Victoria:

[www.visitvictoria.com](http://www.visitvictoria.com)  
[www.visitmelbourne.com](http://www.visitmelbourne.com)

### Looking for a place to live:

[www.gumtree.com.au](http://www.gumtree.com.au)  
[www.flatmatefinders.com.au](http://www.flatmatefinders.com.au)  
[www.flatmates.com.au/vic](http://www.flatmates.com.au/vic)  
[www.airbnb.com.au](http://www.airbnb.com.au)  
[www.realestate.com.au](http://www.realestate.com.au)  
[www.domain.com.au](http://www.domain.com.au)

### Finding a job:

[www.seek.com.au](http://www.seek.com.au)  
[www.mycareer.com.au](http://www.mycareer.com.au)  
[www.gumtree.com.au](http://www.gumtree.com.au)  
[www.careerone.com.au](http://www.careerone.com.au)

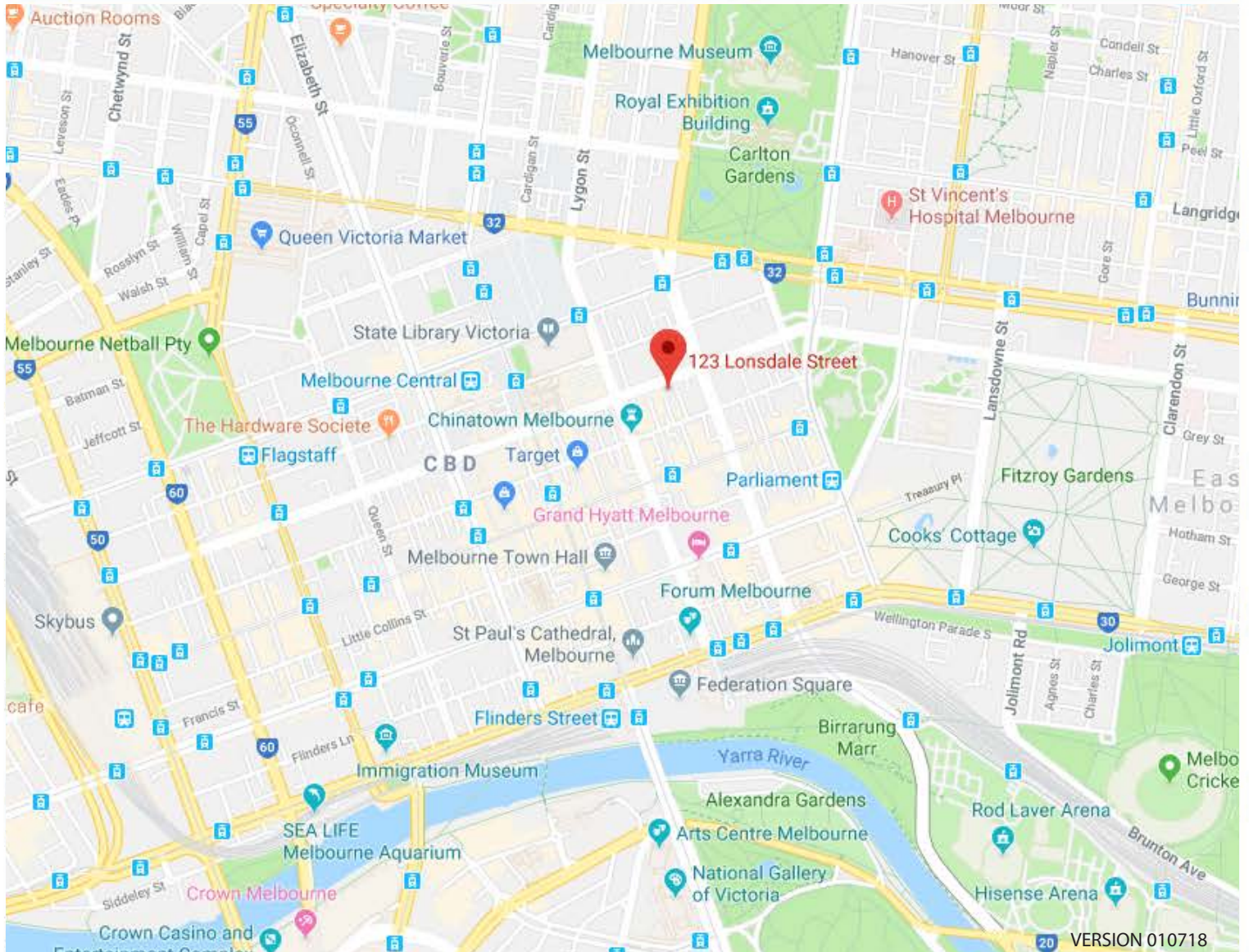
### Having fun:

[www.thatsmelbourne.com.au](http://www.thatsmelbourne.com.au)  
[www.weekendnotes.com](http://www.weekendnotes.com)

# MELBOURNE CAMPUS ADDRESS

Primus English  
Level 3  
123 Lonsdale Street  
Melbourne, VIC 3000

**WEB**      [www.eprimus.com.au](http://www.eprimus.com.au)  
**EMAIL**    [info@eprimus.com.au](mailto:info@eprimus.com.au)  
**PHONE**    +61 3 9909 0320



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KAPS Institute Unit Trust (ABN 81619676384).  
Primus English provides a comprehensive  
range of English Language Intensive Courses  
for Overseas Students (ELICOS). Accurate on  
the date of publication and subject to change