



SSVF – Student Assessment Guidelines for Agents 2017 Queensford College

THE FOLLOWING ASSESSMENT GUIDELINES HAVE BEEN PREPARED TO ASSIST QUEENSFORD COLLEGE’S AUTHORISED AGENTS, TO UNDERTAKE CERTAIN CHECKS ON STUDENTS TO ENSURE THEY MEET THE ACADEMIC, ENGLISH, GTE AND FINANCIAL REQUIREMENTS.

STAGE 1: ASSESSMENT OF STUDENTS CREDENTIALS

- Verify students name, address and Date of Birth (DOB) against information recorded on Passport.
- Where student is intending to bring family members to Australia verify family members’ documents as above.

STAGE 2: CHECK ANY PREREQUISITE REQUIREMENTS FOR SELECTED COURSE

- Information available on the courses and requirements can be obtained from Queensford College.
- Determine if a student has appropriate qualifications for entry into the chosen program.
- Students intending to study Vocational Education courses at Queensford College are required to have completed Australian year 12 equivalent with at least 60% aggregate or higher to be considered under Streamlined Visa Processing arrangements.
- Verify students Certificates and Transcripts for any signs of fraud.

STAGE 3: ASSESSING ENGLISH LANGUAGE REQUIREMENTS

- Students enrolling at Queensford College must demonstrate at least 5.5 bands (overall) [with no individual module less than 5.0 bands] on IELTS or equivalent. (please note this requirement may differ for students from different Nationalities).
- If student has 5.0 overall, student may have to enroll in an English course for a specific period of time before the intended course commences.

STAGE 4: FINANCIAL REQUIREMENTS

- The Australian Department of Immigration and Border Protection (DIBP) recommend the following as a minimum annual requirement for students studying in Australia:

EXPENSES	PER PERSON	AMOUNT REQUIRED IN AUD
Travel	Student	Return Air Fare to Australia
	Family members	One Return Air Fare to Australia per person
Tuition	Student	Course Fees
	Children aged between 5-18yrs	AUD 8000 per year
Living	Student	AUD \$19,830 per year
	Partner	AUD \$6,940 per year
		AUD \$2,970 per year per child

*Information in above table is correct as of 30th June 2016. It could be updated from time to time by the DIBP, students are advised to check the DIBP website for up to date information while calculating the expenses.

- All international students applying to study at Queensford College must provide evidence that they have sufficient funds to cover themselves and any accompanying family members for the first 12 months of their stay in Australia for the above mentioned Travel, Tuition and Living.
- And students are also required to provide evidence that they have access to sufficient income to cover the same costs for the remainder of their stay.

- Evidence of funds could be and not limited to the below:
 - Students and their accompanying family members must have genuine access to funds, whether it is provided by the student themselves or another eligible person. The funds shown in the visa application must be available for use to financially support the student and any accompanying family members during their stay in Australia.
 - When considering whether the funds shown will be genuinely available, we will take into account factors including:
 - The nature of the relationship between the student and the person who is providing the funds, where applicable
 - Income, assets and employment of the student or the other person who is providing the funds
 - Previous visa history of both the student and the person providing the funds.
 - Money deposit with a financial institution held by student, or a close relative*, for at least **more than one month** immediately before the date of your request for an eCOE.
 - Loan from:
 - An acceptable financial institution (in your name or any sponsors name.)
 - Please refer to the respective Australian Mission's website in your country for a list of acceptable financial institutions.
 - The government of your home country.
 - Scholarship from your Australian education provider.
- Acceptable Sources of Income: Students must provide at least one income stream from them or their sponsors.
 - Income Tax Return statement(s) for the last two years. (filed in two different financial years.)
 - Income statement for the last two years.
 - Loan documents.
 - Financial guarantee letter.
 - Bank account statement(s).
 - If a close relative is sponsoring the student, the above documents should be furnished for the sponsor as well.
 - A close relative includes:
 - The applicant's partner
 - The applicant's parents
 - The applicant's grandparents
 - The applicant's brothers or sisters
 - An uncle or aunt of the applicant who is: an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen and usually resident in Australia.
 - Students may be asked to provide relationship certificate in such cases to substantiate the relationship.

STAGE 5: GENUINE TEMPORARY ENTRANT (GTE), GENUINE STUDENT (GS) ASSESSMENT & INTERVIEW

- In order to be granted a visa, students must be assessed as both a Genuine Temporary Entrant (GTE) and a Genuine Student (GS). Assessment of genuineness is undertaken by the Department of Immigration and Border Protection (DIBP) at the time of visa application & by Queensford College at the time of application.
- Students individual circumstances must demonstrate that they genuinely intend to stay in Australia temporarily and the following factors are considered during assessment GTE requirements:
 - Students personal circumstances in your home country
 - Students potential circumstances in Australia
 - The value of the course to students future
 - Students immigration history
 - Any other matter that is relevant to student's intention to remain in Australia temporarily.
 - Upon receipt of all the required forms and documents of the student from the agent as per the checklist Queensford College may interview the student and shall inform the agent of the mode, time and date of interview and if student is successful, the offer letter shall be sent out to the agent.

*(Further information on the GTE and GS is available on the DIBP website at: www.border.gov.au)

STAGE 6: ACCEPTANCE OF OFFER

- Prior to sending acceptance letter to Queensford College, agents are required to:
 - o Ask the student and family/sponsor to read the Acceptance of Offer including the refund policy.
 - o Explain to the student and family/sponsor any of the details requested and collect all the required documents such as the signed Acceptance Letter and any other information to make the offer unconditional.
 - o Organise the tuition fee and other fee to be paid to Queensford College.

STAGE 7: VISA LODGEMENT

- Queensford College will process acceptance and forward the eCOE to agent while agent assists the student with student visa application.

Queensford College

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