



SSVF – Student Assessment Guidelines for Agents 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, GS, 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

- All students must undertake Queensford College’s Language, Literacy, Numeracy and Digital (LLND) skills assessment via online LLN Robot System.
- Student must provide evidence of attaining an overall IELTS score of 6 bands or equivalent scores on a similar test (such as PTE etc) to commence a Certificate III Qualification or higher. **OR**
- Student must have attained at least Advanced Level of English and must provide evidence of the same before commencing a Certificate III Qualification or higher. **OR**
- Student must pass Queensford College ’s LLND Test.

STAGE 4: FINANCIAL REQUIREMENTS

- The Australian Department of Home Affairs (DoHA) recommend the following as a minimum annual requirement for students studying in Australia:
- Knowing the average living costs in Australia is an important part of your preparation for living and studying in Australia. There are financial requirements you must meet to receive a student visa for Australia, and you may need to provide evidence of your ability to cover living costs. The costs below are an approximate guide only, and you should be aware that these costs may vary depending on your study location in Australia.

EXPENSES	PER PERSON	ESTIMATED AMOUNT REQUIRED IN AUD
Travel	Student	AUD \$2500 per person (Estimated Return Airfare)
	Family Members	
Tuition	Student (Primary applicant)	Course fees for 1 year
	Children aged between 5-18yrs	AUD \$8000 per year, per child
Living	Students	AUD \$29,710 per year
	Partner & Child	AUD \$10,394 per year
		AUD \$4,449 per year, per child

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Queensford College is the trading name of Malekhu Investments Pty Ltd

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*Information in above table is correct as of **May 2024**. It could be updated from time to time by the DoHA, students are advised to check the DoHA website for up-to-date information. Cost of Living Calculator is also a useful tool to help estimate your cost of living in Australia: <https://costofliving.studyaustralia.gov.au/>

- 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 sponsor's 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 STUDENT (GS) ASSESSMENT & INTERVIEW

- To be granted a visa, students must be assessed as a Genuine Student (GS). Assessment of genuineness is undertaken by the Australian Department of Home Affairs (DoHA) 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 GS 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 GS is available on the DoHA website at: www.border.gov.au).

STAGE 6: ACCEPTANCE OF OFFER

- Prior to sending acceptance letter to Queensford College, agents are required to:
 - Ask the student and family/sponsor to read the Acceptance of Offer including the refund policy.
 - 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.
 - 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.

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