WELCOME

Welcome to SERO Institute (SERO)

We are delighted you have made the decision to enrol at SERO. We hope you have a wonderful time in Australia, but more importantly at SERO. We understand that this is a very big step for you and we congratulate you on your decision. We are here to help you, so please feel free to ask as many questions as you like before and after your enrolment.

We hope you make a lot of new friends, have fun and engage actively in your training program at SERO. The program has been designed to maximise your potential and open opportunities and pathways through education to a successful career.

While you are studying with us, please give us feedback on your experience at SERO so that we can continuously improve the quality of our training and support for students. We look forward to welcoming you to SERO Institute soon!

Regards

Cedar Tegan
Principal Executive Officer
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SERO Institute is devoted to imparting exceptional learning so that its students can benefit from innovative, relevant and industry tailored courses taught and prepared by an internationally acclaimed faculty. You will find that all of our trainers are expert business leaders and managers.

SERO Institute provides real world training in partnership with industry for domestic and international students. We work closely with industry to maintain currency with changing trends and demands.

We will work with you to assist you to gain vocational placement so that you will be industry read when you graduate.

Each campus includes:
• a dedicated library
• study space with computers for individual learning
• a meeting room for student counselling and support
• a kitchen equipped with a fridge, microwave and an eating area.
SERO’s main campus is located in the middle of the Queen Street Mall - right in the heart of Brisbane city. The Queen Street Mall is the main shopping hub of the city with an interesting mix of local, national and international labels and flagship stores. You will find great shopping in the Myer Centre, Queens Plaza and Wintergarden, as well as a wide range of retailers that line the mall and surrounding streets. The Queen Street Mall is also a great place for meeting with friends at one of the many cafes and restaurants or listening to music from buskers or The City Sounds, which is held on Friday nights and the weekend. Close by you will find the Treasury Casino and Hotel, markets, parklands, museums, galleries, day spas, and bars which are all within walking distance from the mall. Brisbane also has a well serviced train and bus system that links the city to the greater Brisbane region and beyond to the Gold Coast and Sunshine Coast. Brisbane also has a great ferry service, affectionately known as CityCats and CityFerry services where you can access key city spots or just go for a leisurely cruise along the river.
SERO CAMPUSSES
Ground Floor, 205 North Quay, Brisbane

SERO’s second Brisbane City Campus overlooks the beautiful Brisbane River and is a short walk to the heart of the city centre.

This campus is close to Roma Street train station and Suncorp Stadium which hosts major football games and large music events.

A leisurely stroll across the William Jolly Bridge will bring you to Brisbane’s cultural hub comprising:

- Gallery of Modern Art (GOMA)
- State Library of Queensland
- Queensland Museum and Sciencentre
- Queensland Performing Arts Centre (QPAC)
- Brisbane Convention and Exhibition Centre
- Southbank — boasts many fabulous restaurants and an art and craft market on Friday night and during the day on Saturday and Sunday.
SERO CAMPUS
Nexus Centre, 96 Mount Gravatt Capalaba Road, Upper Mount Gravatt

SERO’s third campus is located at Upper Mount Gravatt, which is only 12 kms from Brisbane city.

It is a recognised education district with two campuses of Griffith University close by - Mount Gravatt campus and Nathan campus.

This campus is also close to a major shopping centre — Westfield Garden City which has recently been refurbished. Westfield Garden City is a regional “hub”, containing a variety of services and many popular restaurants. There is a bus interchange and the Upper Mount Gravatt Busway Station immediately below the shopping centre.
The Business Industry requires that its workforce comes equipped with a wide variety of skills that are valuable in a number of careers.

SERO Institute offers entry level to Advanced Diploma courses to get you ready to conquer the business world.

The Diploma of Business is suited to individuals who have the passion and drive to increase their career opportunities, including Small Business owners, entrepreneurs and new entrants to the corporate business career pathway.

The Advanced Diploma of Business allows you to gain the unique skills needed to manage a team of people and lead a business in any industry sector.

The skills and knowledge gained from the Diploma of Business Administration will allow you to manage the work of others and to add value to any business. The skills gained from the Diploma of Business Administration will allow you to work as a valued member of any management team in any industry or organisational setting.
### Entry Requirements

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>CRICOS Course Code</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Total Course Duration**</th>
<th>Tuition Fee</th>
<th>Resource Fee</th>
<th><strong>TOTAL COURSE FEE</strong>*</th>
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<tr>
<td><strong>Entry English:</strong> IELTS 5.5 Academic: Year 10</td>
<td>092952A</td>
<td>BSB30115</td>
<td>Certificate III in Business</td>
<td>30</td>
<td>$3,720</td>
<td>$330</td>
<td>$4050</td>
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<td><strong>Entry English:</strong> IELTS 5.5 Academic: Year 10</td>
<td>092953M</td>
<td>BSB30415</td>
<td>Certificate III in Business Administration</td>
<td>30</td>
<td>$3,720</td>
<td>$330</td>
<td>$4050</td>
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<td><strong>Entry English:</strong> IELTS 5.5 Academic: Year 12</td>
<td>092954K</td>
<td>BSB50215</td>
<td>Diploma of Business</td>
<td>54</td>
<td>$9,670</td>
<td>$330</td>
<td>$10,000</td>
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<tr>
<td><strong>Entry English:</strong> IELTS 5.5 Academic: Year 12</td>
<td>092955J</td>
<td>BSB50415</td>
<td>Diploma of Business Administration</td>
<td>54</td>
<td>$9,670</td>
<td>$330</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Entry English:</strong> IELTS 6 Academic: Year 12</td>
<td>092956G</td>
<td>BSB60215</td>
<td>Advanced Diploma of Business</td>
<td>84</td>
<td>$14,670</td>
<td>$330</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

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* An Enrolment Fee of $220 is payable ONCE only for enrolling at SERO Institute. Please add $220 once only to your total package fees.

** Total course duration includes study weeks and holiday weeks.

*** The number of holiday weeks may vary depending on the intake date.

**** Only 50% of fees are payable in advance for courses which are over 24 study weeks. However, students can opt to pay the full fees, if they wish to do so at their own discretion. SERO Institute reserves the right to change its fees at any time, subject to CRICOS approval.

- Students can take one or more courses.
- Overseas Student Health Care (OSHC) fees are not included in the above fees.
- The above fees relate to course related fees only. Students must ensure that they have sufficient funds to cover other costs, such as living expenses, accommodation, airfares etc.
ENTRY REQUIREMENTS

To begin study in Australia, there are a number of entry requirements that have to be met.

ENGLISH LANGUAGE
In some cases, you may need to provide results of an English language test. The English language skill level required by an institution can be different from the level of skill required for your student visa application. At SERO you are required to have IELTS 5.5 or equivalent English proficiency.

ACADEMIC REQUIREMENTS
The academic requirements (including evidence of English language skills) you need to study in Australia will vary depending on the level of education you want to study. SERO Institute require you to be over 18 years of age and to have completed high school or its equivalent in your country of origin.

VISA REQUIREMENTS
The student visa you need depends on your chosen course of study. As a guide, the typical key requirements you will need to meet are:

- an electronic Confirmation of Enrolment (eCoE) certificate
- the genuine Temporary Entrant requirements (read more about this on the Department of Immigration and Border Protection website: www.border.gov.au/Trav/Visa-1/500-)
- sufficient funds for airfares, course fees and living costs, e.g. rent/board, transport, food and clothing
- English language proficiency
- health and character requirements
- acceptable Overseas Student Health Cover (OSHC).

As you are intending to undertake a Vocational Education and Training (VET) course, the student visa you should be applying for is Student visa (subclass 500) which allows you to stay in Australia to study full-time in a recognised education institution.
SUPPORT SERVICES

SERO Institute is committed to the ongoing success of our international students which is demonstrated by the wide range of support services available to students.

Orientation Sessions
Life in Australia will be quite different to life in your home country.
Orientation activities have been designed to assist students become familiar with Australian culture and customs and to introduce students to the college and its services. All students will be provided with an orientation information pack which will have information about living and studying in Brisbane.
Orientation sessions will focus on enrolment, facilities and services. It is a great way to meet other students who will also be studying at SERO Institute.

Overseas Student Health Cover
As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia.
OSHC gives you access to medical and hospital services to help you maintain your health whilst studying in Australia. BUPA is SERO Institute’s preferred OSHC provider.

Counselling Services
A Counsellor is available to assist international students with personal and study problems and to provide educational and vocational counselling. Counselling is available at no extra cost.
Full information about the services for international students can be obtained from college staff.
LIFE IN QUEENSLAND

CLIMATE
Brisbane has more sunny days per year than any other Australian capital city. Temperatures remain fairly stable across most seasons, and the sub-tropical climate makes it perfect for a range of outdoor activities.

<table>
<thead>
<tr>
<th>Month / Season</th>
<th>Average Min. Temp</th>
<th>Average Max. Temp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec – Feb (Summer)</td>
<td>20°C</td>
<td>28°C</td>
</tr>
<tr>
<td>Mar – May (Autumn)</td>
<td>16°C</td>
<td>24°C</td>
</tr>
<tr>
<td>Jun – Aug (Winter)</td>
<td>10°C</td>
<td>21°C</td>
</tr>
</tbody>
</table>

COST OF LIVING
Queensland has one of the lowest costs of living in comparison with the other Australian states. Australian Education International estimates than an international student in Australia will spend about $380 a week on accommodation, food, clothing, entertainment, transport and telephone. This figure is only an estimate though, and will change depending on your location, lifestyle and even your course.
Cost of living in Brisbane varies according to your lifestyle. A general guide to cost of living per week can be found below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Approximate cost of living per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$100 - $225</td>
</tr>
<tr>
<td>Meals</td>
<td>$50 - $100</td>
</tr>
<tr>
<td>Transport</td>
<td>$5 - $15</td>
</tr>
<tr>
<td>Phone</td>
<td>$10 - $75</td>
</tr>
<tr>
<td>Internet</td>
<td>$15 - $20</td>
</tr>
</tbody>
</table>

STUDENT EMPLOYMENT ASSISTANCE SERVICE
Many students find working part-time while studying is fun and a great way to earn extra money while making new friends and learning about Australia.
The SERO Student Employment Assistance Service provides employment information to students and includes an online notice board and assistance in applying for jobs.
Once you receive your electronic ‘Confirmation of Enrolment (eCoE)’ from SERO, you can start organising your visa and travel to Australia.

To help with your preparation, we have provided a checklist below:

**ACCOMMODATION:**

Before travelling, you should have a very clear idea of where you will be staying once you arrive in Brisbane.

International students usually live in homestay accommodation, rental accommodation or with friends and family. Please read the accommodation section in the Student Handbook for more details.

Make sure that you have a copy of the address of where you will be staying. Also make sure that you have the contact phone numbers for the person who has helped you with your accommodation.

**TRANSFER FROM AIRPORT TO ACCOMMODATION:**

Plan your transport from the airport to your accommodation. You can get a train, taxi or bus to where you will be staying or SERO can help organise an airport transfer for you. There is a fee for this service.

If you want SERO to organise your airport transfer, fill out our Airport Reception Form and send to us before you leave your home country. We will make the arrangements for you and confirm the arrangements by email.
HOW TO APPLY?

Once you are ready ... you can complete your application in 3 easy steps!

1. Choose your study program
   Check you meet:
   - Academic Entry Requirements
   - English Language Requirements

2. Prepare your support documentation
   What you will need:
   - Certified Copy of your Academic Results (Translated into English if applicable)
   - Certified Copy of your English Test Results
   - Certified Copy of your Passport Identification page and student visa

3. Apply Online or through a Representative
   Apply Direct:
   - Online at www.seroinstitute.com.au
   - Email at intapplications@sero.edu.au: or
   - Via an Approved Sero Institute Representative
SERO Institute is committed to ensuring that we:

- Provide a quality training program for all our students
- Ensure compliance with the VET Quality Framework and the relevant international education legislation
- Treat you in a fair and equitable manner
- Respect your rights and privacy
- Provide a supportive and safe learning environment
- Provide counselling and support services
- Allow you access to your personal records on request
- Give feedback on your academic progress