



# CHURCHILL

## I N S T I T U T E

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# MESSAGE FROM DEAN

Thank you for your interest in courses at the Churchill Institute of Higher Education. I'm delighted that you've taken the time to view our website and hope it may help you decide to make CIHE your first choice when it comes to your future education needs.

At CIHE, we believe that we are unique. The Institute is new and innovative with an enviable reputation as a provider of quality education in a caring environment. Whilst our students include individuals from many backgrounds, cultures and beliefs, our focus on universal values makes us a little different from other colleges.

We pride ourselves on our ethical dealings with students and stakeholders and ensure that every student is treated as an individual. As Dean/CEO, my door is always open to students, whether to discuss their course, personal concerns or simply just to pass the time of day. At our levels of CIHE, students are our number one priority.

We are all aware that today's corporate world is a very competitive place and organisations are increasingly seeking employees with 'the right attitude'. To address this, we focus on the whole individual. Our students are encouraged to develop and demonstrate an attitude that's appealing to prospective employers based on respect for others, honesty, integrity, loyalty and a strong work ethic. These attributes are not only important in our work life but also in our personal life – they help us to be successful individuals.

Dean/CEO

**Assoc. Prof Michael Seamer**



# ABOUT CAMPUS



Churchill Institute of Higher Education's campus is located at Level 1, 16-18 Wentworth Street Parramatta NSW 2150 a major urban area of Sydney with ample access to employment, social and accommodation opportunities.

The Campus is walking distance to the main public transport located at Parramatta Station, close to business facilities with touristic locations of Sydney a short train ride away.

The Campus is spacious and well-equipped providing cutting edge facilities specifically designed to provide students and staff with premises and equipment to promote and foster excellence in teaching and learning

and other essential academic activities such as student services, academic support and general administration. New students joining Churchill Institute of Higher Education will attend an Orientation Program conducted at the beginning of each semester where details about living, getting around and about, and studying in Parramatta and Sydney are provided.

The Campus is equipped with an in-house Library where students and staff have access to a large number of textbooks and online databases for their reference. The library also ensures adequate computers are available for students to access online databases and the library catalogue.

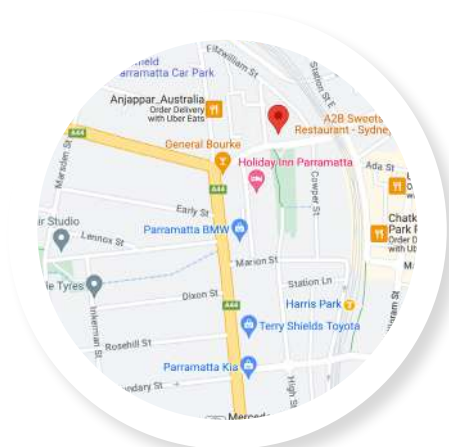
# WHY STUDY AUSTRALIA

- 1** 8th Most Livable Country In The World
- 2** After completing an Undergraduate Degree at CIHE you may be eligible to apply for an additional two to four years post study work arrangement In Australia.
- 3** International students can work 48 hours a fortnight while studying in Australia.
- 4** **Cost of Living**  
Australia is a safe, friendly and affordable country which enjoys one of the highest living standards in the world. Living costs include accommodation, transport, food, entertainment and study related costs and these will vary according to individual student needs and living style. The costs shown in the table below are therefore only an approximated guide.



Average Weekly Cost (Aud) (StudyInAustralia.gov.au,2022)	
Rent	\$95-\$215
Groceries And Eating Out	\$140-\$280
Gas and Electricity	\$10-20
Phone and Internet	\$30-\$60
Public Transport	\$30-\$60
Car (After Purchase Expenses)	\$150-260
Entertainment	\$80-\$150

## WE ARE LOCATED AT



Level 1, 16-18 Wentworth Street  
Parramatta NSW 2150 Australia

+61 (02) 8856 2997  
info@churchill.nsw.edu.au  
churchill.nsw.edu.au



# ADMISSION PROCESS

## STEP 1:

Download the Application Form from [www.churchill.nsw.edu.au](http://www.churchill.nsw.edu.au) or request via email by emailing [admissions@churchill.nsw.edu.au](mailto:admissions@churchill.nsw.edu.au) (if you are a domestic student) or [international@churchill.nsw.edu.au](mailto:international@churchill.nsw.edu.au) (if you are an international student)

## STEP 2:

Gather evidence that you meet the course entry requirements for the course you want to apply for. —for example, your educational history, personal details, academic transcripts, and award certificates.

## STEP 3:

If you are a domestic student:

Complete the application and provide:

- Evidence of completion of your previous studies such as award certificates or transcripts with completion confirmed.
- Proof of identity—for example, your passport or birth certificate or citizenship.
- Evidence of English language skills (if you completed studies from a non-English-speaking country).
- Proof of your permanent residency or citizenship if you were born overseas.
- If you are International student:
- Certified copies of your academic documents such as your results and award certificates;
- Certified copy of your passport and visa copy if you have a visa;
- Evidence of English language skills test—for example, IELTS, PTE and TOEFL;
- Employment-related documents such as an employment letter and resume (where applicable).

\*You should provide certified copies of your academic and other essential documents at the time of application.

## STEP 4:

Apply directly by sending your documents to [admissions@churchill.nsw.edu.au](mailto:admissions@churchill.nsw.edu.au) or apply through one of CIHE's approved education agents. Our approved agent lists are published in our website at [www.churchill.nsw.edu.au](http://www.churchill.nsw.edu.au) or you can email [international@churchill.nsw.edu.au](mailto:international@churchill.nsw.edu.au) for an agents' list.

## STEP5:

The CIHE Admission team will assess your documents and respond in a timely manner.



# BACHELOR OF BUSINESS COURSE

CRICOS COURSE CODE: 111749J



Churchill Institute of Higher Education aims to produce students with the knowledge, competencies and values necessary to develop critical, analytical and evaluative skills essential for a fulfilling and effective career in business as well as to prepare students to be work ready business professionals. This course offers students a sound background in all areas of business through completing common core units, in addition to an in-depth knowledge in one or more area of major.

## ACCOUNTING

The Accounting major provides students with a broad understanding of the accounting theory and practices. By building their knowledge on the business fundamentals through the completion of the core units of the Bachelor of Business Degree, the Accounting Major, through specialisation in areas of accounting, including financial and management accounting, auditing, and business finance, exposes the students to the mechanics of the accounting and finance functions within a business setting. Students majoring in the accounting major not only gain knowledge in theoretical aspects of accounting and financial management, they also gain exposure in the application of the knowledge in solving real business cases and problems. In addition





to gaining specialised knowledge in accounting and finance, students also gain work-ready skills that enables them to engage with stakeholders in a business setting and with the society in an ethical and socially responsible manner. Graduates of the accounting major are informed, competent and responsible global citizens, and possess skills to effectively lead and manage diverse range of organisations - in profit or nonprofit, public or private, local or multinational organisations, and in domestic or international settings. They may gain employment in a diversity of roles in areas such as auditing, taxation, and financial and management accounting, by building on the knowledge gained through the accounting specialisation.

## INFORMATION SYSTEMS

The Information Systems (IS) Major aims to provide students with a comprehensive understanding of information technology concepts. Students will learn how to integrate conceptual to practical skills in creating and managing information systems within organisations. Building upon the business major, students will be exposed to IS issues and develop skill sets that integrate both technical and business perspectives. Students undertaking the IS major will gain specialised IT skills to develop and manage organisational computer systems applications. Students will develop understanding on how to effectively use IT in various business and organisational settings. IS courses include, for example, principles of programming, database management, system analysis and design, strategic IT management, and IS projects. Graduates of the IS major will be equipped with knowledge and skills required for them to pursue a professional career in the IT industry. Graduates may gain employment in various roles related to IT specialists such as systems analyst, IT consultant, IT project management. These roles involve helping firms with achieving the strategic and operational goals through the use of IT.



## MANAGEMENT

The Management Major is designed to provide students with a broad understanding of management theory and practice. Building on the core units of the Bachelor of Business Degree, the management major extends students' exposure to specialist management functions including human resource management and business finance and engages students with contemporary and emerging issues in the management field. Students undertaking the Management major will gain specialised business knowledge and analytical skills through the study of the critical areas of management that make up the major's units and the subsequent application of this knowledge to real business cases and real business problems. Students will develop the ability to make strategic decisions, to identify the needs of business and society, and they will become informed and collaborative graduates. Graduates of the management major will be equipped with knowledge of how organisations work, with the skills to effectively lead, organise and plan in multiple types of organisations (profit, non-profit, public or private). Graduates of the management major may gain employment in a diversity of roles from general business administration to specialist functional areas building on the knowledge gained through the major's specialist units.



## HOSPITALITY

On the doorstep of one of the highest concentrations of diverse service delivery within Australia, the Hospitality Major has been designed to equip students with an understanding of a multiplicity of roles that exist within the hospitality/service industry and an appreciation of these. Building upon the core units, students can further their project management and service management understanding and capabilities. Facilities management is another unit equipping the students with planning, budgeting, building and maintenance awareness and mastery. The benefits gained in developing research skills will foster job readiness, enabling a more proactive rather than reactive approach to potential opportunities within this changing industry. Unpacking the Major units and based on fostering research skills, students will develop capabilities to reflect and analyse hospitality planning and suitable hospitality management leadership. Through researching case studies and reflecting on observation, students will develop an appreciation of sustainability and environmental issues both of which tend to foster eco-tourism. Working within teams and as independent learners, students appreciate the diversity of teamwork and opportunities within the service/hospitality sector. With such a geographical diversity of registered clubs within NSW and Australia and a thriving service/tourism industry, it is expected unique employment and entrepreneurial opportunities are within the grasp of Churchill graduates. Completing the degree with the Hospitality major one would consider a position as a tourism officer, event manager, bar/café or restaurant manager or owner, hospitality marketing executive or a hotel or hospitality manager.





# COURSE STRUCTURE

THE BACHELOR OF BUSINESS COURSE HAS THE FOLLOWING STRUCTURE:

- Delivered over 3 years full-time face to face classroom-based study over 6 semesters;
- 24 Units are to be completed to receive the degree;
- No work-based training involved;
- 240 credit points to complete the degree;
- Each semester will run for 16 weeks (6 weeks delivery + 1 week mid-semester break + 6 weeks delivery + 1 week study break + 2-week exam period);
- Each Unit will include 4 face-to-face contact hours per week that are divided into lecture and tutorial components (2-hour lecture + 2-hour tutorial);
- For each contact hour, 1½ hours of independent study is expected from students for every face-to-face hour (4 + 6 = 10 hours' workload per Unit per week);
- Full time workload: 4 Units x 10 hours per Unit = 40 hours per week.



## COURSE RULES

To complete Bachelor of Business degree, depending upon 'major (s)' and minor choices, the students would need to complete their course and Units as below:

### SINGLE MAJOR:

10 common core units  
8 Units in chosen major;  
6 Elective units

### SINGLE MAJOR AND SINGLE MINOR:

10 common core units  
8 Units in chosen major;  
4 Units in chosen minor;  
2 Elective units

### DOUBLE MAJOR:

10 common core units  
8 Units in first chosen major;  
8 Units in second chosen minor\*;

\* Students who chose to complete their degree with double major may be required to complete additional units

### Core Units

ACC101	Accounting for Decision Making
BUS101	Business Communication
INF101	Business Information System
MGN101	Foundation of Management
LAW101	Business and Company Law
ECO101	Business Economics
MKT101	Principles of Marketing
BST101	Business Statistics and Data Analytics
MGN301	Leadership and Management
MGN302	Corporate Social Responsibility

## MAJOR UNITS

### MGN302

ACC201	Financial Accounting
ACC202	Managerial Accounting
ACC203	Corporate Financial Reporting
ACC204	Accounting Theory
ACC301	Corporate Accounting
TAX301	Taxation
ACC302	Auditing
FIN301	Business Finance

### MANAGEMENT MAJOR

MGN201	Organisational Behaviour
MGN202	Cross Cultural Management
MGN203	Human Resource Management
MGN204	Project Management
MGN303	Entrepreneurship and Innovation
FIN301	Business Finance
MGN304	Strategic Business Management
MGN305	Contemporary Issues in Management

### MANAGEMENT MAJOR

HOS201	Introduction to Hospitality Management
HOS202	Strategic Planning in Hospitality
HOS203	Managing Services Experiences in
HOS204	Hospitality Facility Management
HOS301	Hospitality Financial Management
HOS302	Hospitality Marketing and Promotion
HOS303	Hospitality Business Research
HOS304	Hospitality Management Project

### INFORMATION SYSTEM MAJOR

INF201	Principles of Programming
INF202	User Interface Design
MGN204	Project Management
INF203	Database Design and Management
INF301	System Analysis and Design
INF302	IT Strategic Management
INF303	Business Intelligence and Analytics
INF304	Information System Project

## MAJOR UNITS

### ACCOUNTING MINOR

ACC201	Financial Accounting
ACC202	Managerial Accounting
ACC204	Accounting Theory
FIN301	Business Finance*

### INFORMATION SYSTEM MINOR

INF202	User Interface Design
INF203	Database Design and Management
INF302	IT Infrastructure Management
INF303	Business Intelligence and Analytics

\*Management Majors will complete an alternative 300 level Accounting subject of their choice

### MANAGEMENT MINOR

MGN201	Organisational Behaviour
MGN202	Cross Cultural Management
FIN301	Business Finance*
MGN306	Strategic Business Management

\*Accounting Majors will complete an alternative 300 level Management subject of their choice

### HOSPITALITY MINOR

HOS201	Introduction to Hospitality Management
HOS203	Managing Services Experiences in Hospitality Industry
HOS301	Hospitality Financial Management
HOS304	Hospitality Management Project



# COURSE SEQUENCE

## Bachelor of Business – Generic Degree

### Year 1

SEMESTER 1		SEMESTER 2	
ACC101	Accounting for Decision Making	LAW101	Business and Company Law
BUS101	Business Communication	ECO101	Business Economics
INF101	Business Information System	MKT101	Principles of Marketing
MGN101	Foundation of Management	BST101	Business Statistics and Data Analytics

### Year 2

SEMESTER 1		SEMESTER 2	
	Elective 1 – Level 200 Unit		Elective 5 – Level 200 Unit
	Elective 2 – Level 200 Unit		Elective 6 – Level 200 Unit
	Elective 3 – Level 200 Unit		Elective 7 – Level 200 Unit
	Elective 4 – Level 200 Unit		Elective 8 – Level 200 Unit

### Year 3

SEMESTER 1		SEMESTER 2	
MGN301	Leadership and Management	MGN302	Corporate Social Responsibility
	Elective 1 – Level 300 Unit		Elective 4 – Level 300 Unit
	Elective 3 – Level 300 Unit		Elective 6 – Level 300 Unit

## Bachelor of Business – Major in Accounting

### Year 1

SEMESTER 1		SEMESTER 2	
ACC101	Accounting for Decision Making	LAW101	Business and Company Law
BUS101	Business Communication	ECO101	Business Economics
INF101	Business Information System	MKT101	Principles of Marketing
MGN101	Foundation of Management	BST101	Business Statistics and Data Analytics

### Year 2

SEMESTER 1		SEMESTER 2	
ACC201	Financial Accounting	ACC203	Corporate Financial Reporting
ACC202	Managerial Accounting	ACC204	Accounting Theory
	Elective 1 – Level 200 Unit		Elective 3 – Level 200 Unit
	Elective 2 – Level 200 Unit		Elective 4 – Level 200 Unit

## Year 3

SEMESTER 1		SEMESTER 2	
ACC301	Corporate Accounting	ACC302	Auditing
TAX301	Taxation	FIN301	Business Finance
MGN301	Leadership and Management	MGN302	Corporate Social Responsibility
	Elective 5 – Level 300 Unit		Elective 6 – Level 300 Unit

## AVAILABLE MINORS AND UNITS FOR ACCOUNTING MAJOR

Management		Information System	
MGN201	Organisational Behaviour	INF202	User Interface Design
MGN202	Cross Cultural Management	INF203	Database Design and Management
FIN301	Business Finance*	INF302	IT Strategic Management
MGN304	Strategic Business Management	INF303	Business Intelligence and Analytics

\*Accounting Majors will complete an alternative 300 level Management subject of their choice

Hospitality	
HOS201	Introduction to Hospitality Management
HOS203	Managing Services Experiences in Hospitality Industry
HOS301	Hospitality Financial Management
HOS304	Hospitality Management Project

## Bachelor of Business – Major in Information Systems

### Year 1

SEMESTER 1		SEMESTER 2	
ACC101	Accounting for Decision Making	LAW101	Business and Company Law
BUS101	Business Communication	ECO101	Business Economics
INF101	Business Information System	MKT101	Principles of Marketing
MGN101	Foundation of Management	BST101	Business Statistics and Data Analytics

### Year 2

SEMESTER 1		SEMESTER 2	
INF201	Principles of Programming	MNG201	Project Management
INF202	User Interface Design	INF203	Database Design and Management
	Elective 1 – Level 200 Unit		Elective 3 – Level 200 Unit
	Elective 2 – Level 200 Unit		Elective 4 – Level 200 Unit



## Year 3

SEMESTER 1		SEMESTER 2	
INF301	System Analysis and Design	INF303	Business Intelligence and Analytics
INF302	IT Strategic Management	INF304	Information System Project
MGN301	Leadership and Management	MGN302	Corporate Social Responsibility
	Elective 5 – Level 300 Unit		Elective 6 – Level 300 Unit

## AVAILABLE MINORS AND UNITS FOR INFORMATION SYSTEMS MAJOR

ACCOUNTING		HOSPITALITY	
ACC201	Financial Accounting	HOS201	Introduction to Hospitality Management
ACC202	Managerial Accounting	HOS203	Managing Services Experiences in Hospitality Industry
ACC204	Accounting Theory	HOS301	Hospitality Financial Management
FIN301	Business Finance	HOS304	Hospitality Management Project

MANAGEMENT	
MGN201	Organisational Behaviour
MGN202	Cross Cultural Management
FIN301	Business Finance
MGN304	Strategic Business Management

# Bachelor of Business – Major in Management

## YEAR 1

SEMESTER 1		SEMESTER 2	
ACC101	Accounting for Decision Making	LAW101	Business and Company Law
BUS101	Business Communication	ECO101	Business Economics
INF101	Business Information System	MKT101	Principles of Marketing
MGN101	Foundation of Management	BST101	Business Statistics and Data Analytics

## YEAR 2

SEMESTER 1		SEMESTER 2	
MGN201	Organizational Behaviour	MGN203	Human Resource Management
MGN202	Cross Cultural Management	MGN204	Project Management
	Elective 1 – Level 200 Unit		Elective 3 – Level 200 Unit
	Elective 2 – Level 200 Unit		Elective 4 – Level 200 Unit

## YEAR 3

SEMESTER 1		SEMESTER 2	
MGN303	Entrepreneurship and Innovation	MGN304	Strategic Business Management
FIN301	Business Finance	MGN305	Contemporary Issues in Management
MGN301	Leadership and Management	MGN302	Corporate Social Responsibility
	Elective 5 – Level 300 Unit		Elective 6 – Level 300 Unit

## AVAILABLE MINORS AND UNITS FOR MANAGEMENT MAJOR

ACCOUNTING		HOSPITALITY	
ACC201	Financial Accounting	HOS201	Introduction to Hospitality Management
ACC202	Managerial Accounting	HOS203	Managing Services Experiences in Hospitality Industry
ACC204	Accounting Theory	HOS301	Hospitality Financial Management
FIN301	Business Finance*	HOS304	Hospitality Management Project

\*Management Majors will complete an alternative 300 level Accounting subject of their choice

INFORMATION SYSTEM	
INF202	User Interface Design
INF203	Database Design and Management
INF302	IT Strategic Management
INF303	Business Intelligence and Analytics



# Bachelor of Business – Major in Hospitality

## YEAR 1

SEMESTER 1		SEMESTER 2	
ACC101	Accounting for Decision Making	LAW101	Business and Company Law
BUS101	Business Communication	ECO101	Business Economics
INF101	Business Information System	MKT101	Principles of Marketing
MGN101	Foundation of Management	BST101	Business Statistics and Data Analytics

## Year 2

SEMESTER 1		SEMESTER 2	
HOS201	Introduction to Hospitality Management	HOS203	Managing Services Experiences in Hospitality Industry
HOS202	Strategic Planning in Hospitality	HOS204	Hospitality Facility Management
	Elective 1 – Level 200 Unit		
	Elective 2 – Level 200 Unit		

## Year 3

SEMESTER 1		SEMESTER 2	
HOS301	Hospitality Financial Management	HOS303	Hospitality Business Research
HOS302	Hospitality Marketing and Promotion	HOS304	Hospitality Management Project
MGN301	Leadership and Management	MGN302	Corporate Social Responsibility
	Elective 5 – Level 300 Unit		

## AVAILABLE MINORS AND UNITS FOR HOSPITALITY MAJOR

ACCOUNTING		MANAGEMENT	
ACC201	Financial Accounting	MGN201	
ACC202	Managerial Accounting	MGN202	Cross Cultural Management
ACC204	Accounting Theory	FIN301	Business Finance
FIN301	Business Finance	MGN304	Strategic Business Management

INFORMATION SYSTEM	
INF202	User Interface Design
INF203	Database Design and Management
INF302	IT Strategic Management
INF303	Business Intelligence and Analytics

# ENTRY REQUIREMENTS

## ADMISSION REQUIREMENTS

The admission applications must be submitted to the Admissions Manager before the application closing date. All applications must include:

1. completed Admission Application form for international students;
2. academic record of study previously undertaken;
3. where applicable, proof of English language proficiency;
4. a copy of the applicant's passport/photo ID;
5. other documentation to demonstrate admission criteria are met.

## GENERAL ENTRY REQUIREMENTS:

### DOMESTIC STUDENTS

An applicant for the Bachelor of Business Course must be over 18 and satisfy at least one of the following academic admission requirements:

- Successful completion of Year 12, or equivalent, with a minimum ATAR of 60, or equivalent, with mathematics band 4.
- Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program through an accredited institution of higher education offered at:
  - ◊ Australian universities
  - ◊ TAFE institutes
  - ◊ Government-approved Registered Training Organisations (RTOs).
- Satisfactory completion of 1 year of accredited full-time study in a related discipline at a registered Australian provider of tertiary education at Certificate IV or higher level, in one of the following:
  - ◊ Certificate IV Vocational Graduate Diploma
  - ◊ Diploma of Business Associate Degree
  - ◊ Advanced Diploma
  - ◊ Bachelor Degree
  - ◊ Vocational Graduate Certificate
- INTERNATIONAL STUDENTS An international applicant for the Bachelor of Business Course must be over 18 and meet the equivalent of at least one of the following academic admission requirements:
- Successful completion of Australian Year 12,



- or equivalent, with a minimum ATAR of 60, or equivalent, with mathematics band 4; or
- Satisfactory completion of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program through an accredited institution of higher education offered at:
  - ◊ Australian universities
  - ◊ TAFE institutes
  - ◊ Government-approved RTOs.
- Satisfactory completion of one year of accredited full-time study in a related discipline at a registered Australian provider of tertiary education in one of the following:
  - ◊ Certificate IV
  - ◊ Vocational Graduate Diploma
  - ◊ Diploma of Business
  - ◊ Associate Degree
  - ◊ Advanced Diploma
  - ◊ Bachelor Degree.
  - ◊ Vocational Graduate Certificate

If English is not the applicant's principal language, or the applicant has not completed a secondary or



tertiary education qualification in English, the applicant must also satisfy either of the following English language admission requirements:

### TEST ACCEPTABLE SCORE

- IELTS 6.0 (or better) (no component lower than 5.5)
- TOEFL (paper-based) 550 (or better) (with minimum test of written English score of 4.5)
- TOEFL (electronic) 213 (or better) (with essay rating of at least 4.5) TOEFL (internet-based) 80 (or better) (with 19 minimum in all bands)
- Pearson (PTE Academic) 50 (or better) (no communicative score lower than 45)
- Successful completion of an approved English for Academic Purposes (EAP) course.

## MATURE AGE ADMISSION ARRANGEMENTS

The Institute provides the following alternative admission pathway into the Bachelor of Business Course for applicants who do not meet the academic admission requirements specified above:

- Mature-aged applicants who are 21 years or over and who do not qualify for admission based on formal educational attainment alone, may apply for admission as Mature Aged Applicants.
- The Institute recognises that preparation for tertiary study is not restricted to formal educational attainment, and that valuable intellectual and skills development can be gained through wide-ranging experiences and informal study. Each applicant's case will be considered on its merits on the basis of evidence of achievement; and of their interest in, and capacity to work in, the broad field of their chosen field of further study.
- To be considered under the Mature Aged Admission category, an applicant must be 21 years of age or over by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of their proposed course. An application in this category will be considered for admission based on an assessment of work experience and personal competencies. The applicants should ensure that the following information (where relevant) is included in their application:
  - ◇ Details of formal education, including level reached, state/ country, year, units and results
  - ◇ Details of other study, training or development courses attempted or completed since leaving school
  - ◇ Work experience
  - ◇ Details and proof of membership and affiliations with recognised professional and semi-professional bodies.

## HOW TO APPLY

Applications for admission to a course by Domestic or International students can be made directly to Churchill Institute of Higher Education. The admission applications must be submitted to the Admissions Manager before the application closing date. All applications must include:

- a. completed Admission Application form;
- b. academic record of study previously undertaken; c. proof of English language proficiency; d. a copy of the applicant's passport;
- c. any documentary evidence that admission criteria are met.

# FEES AND REFUND

Tuition Fee for:

- Domestic Students \$1950/subject
- International Students \$2150/subject

## REFUND PROCESS – APPLYING FOR REFUND

1. Students applying for a refund must complete a Refund Form and attach the relevant documents as listed in the form. In addition, students may need to complete some additional forms depending on the specific circumstances of the refund request.
2. Students must ensure that all sections of the form are completed before submission, and they must attach all required documentation. Contact details must be provided, including a contact number and valid email address.
3. Relevant forms and supporting documentation should be submitted to the Academic Manager via Reception or sent via email.
4. Requests for refunds should normally be made within fourteen (14) days of the event which causes the student to apply for a refund.
5. The Refund Form must be signed by the student, or if the student does not have the legal capacity to do so, by the student's parent or guardian. The original copy of the Refund Form must then be returned to the Institute for the refund payment to be processed.
6. A full refund of tuition fees will be payable to a student and no penalty will be charged when a student notifies the Institute of their intention to withdraw their acceptance within ten (10) days of the date of signing their Student Agreement.

## REFUND OF TUITION FEES: PARTIAL OR NONE

1. If the Institute makes an offer based on incorrect or incomplete information supplied by the applicant/student, the offer will be withdrawn, and any refund will be at the Institute's discretion.
2. Where a student, after accepting an offer of placement, gives a written notice before commencement of the semester and before the relevant census date of their inability to undertake the course, the tuition fees paid for the semester are refundable less an administrative fee of 10% of the tuition fee for one semester, as applicable.
3. If a student gives a written notice after the commencement of the semester, but before the relevant census date, of an inability to commence the course, 50% of the tuition fees for that semester is refundable.
4. If a student presents fraudulent documentations to the Institute, no refund will be given.
5. A student who has his or her visa cancelled after the census date shall not be eligible for a refund, other than as required under applicable laws.



## FULL OR PARTIAL REFUND OF TUITION FEES

1. The Institute may, at its discretion, provide a full or partial refund where\*:

- a. fees were paid in advance of notification that the Department of Home Affairs (DoHA) has refused to grant an international student visa;
- b. illness or disability prevents the student from taking up the course;
- c. the death of a close family member of the student (parent, sibling, spouse, or child) occurs, or
- d. other special or extenuating circumstances prevent a student from commencing a course.

\* an application, with supporting documentary evidence, must be submitted for a refund under any of the provisions listed above.

2. In the unlikely event that the Institute is unable to provide the student's course in full in the circumstances, and the student has not withdrawn before the 'default day' the Institute must

either, in its discretion, pay the student a full refund of the course money, or alternatively arrange for the student to be offered a place in an alternative course.

## DEFERRING, SUSPENDING OR CANCELLING ENROLMENT

The circumstances in which a student's enrolment can be deferred, suspended, or cancelled are outlined in CIHE's Deferral, Suspension and Cancellation Policy and Procedure available on the CIHE's website. In summary, a student may request a deferral of their enrolment for a maximum period of two teaching terms at the beginning of their course. Once the course has commenced, a student may request a suspension of their enrolment (for a maximum period of two teaching terms) under compelling or compassionate circumstances. CIHE may defer a student's enrolment in a course with the student given the choice of agreeing to the deferred enrolment or receiving a refund in accordance with CIHE's Refund Policy. CIHE may suspend a student's enrolment due to misconduct or where a course ceases to be provided. Where a course is suspended, reimbursement of fees will be made in accordance with CIHE's Refund Policy. Students can apply to cancel their enrolment any time after

completing six months of study. Requests within the first six months of study are considered under CIHE's International Student Transfer Policy and Procedures. CIHE may cancel the enrolment of a student where they have breached the Student Code of Conduct, failed to pay their tuition fees or failed to meet the cause progress requirements as stipulated in CIHE's Course Progression and Graduation Policy.

## EDUCATION SERVICES FOR OVERSEAS (ESOS) LEGISLATION

The Australian ESOS Legislation ensures that courses provided to international students meet nationally consistent standards in education delivery, facilities and services. The legislation also provides for tuition fee protection for international students. Churchill Institute of Higher Education is committed to providing the highest standard of educational experience to international students.

Details of ESOS framework are available at:

[www.dese.gov.au/esos-framework](http://www.dese.gov.au/esos-framework)

## STUDENT ASSESSMENT AT CIHE

Student assessment that is clearly defined, consistent and equitable, is critical to ensure that students have adequately met the course and unit learning outcome goals. Assessment items may take a variety of forms, which might vary across units as well across course stages. For example, assessments can be designed as written assessments (essay, report and/or case study analysis) as well as in- class assessments (quiz, presentation, demonstration and/or examination). Assessment items for each unit are listed in the Unit Outline and include the weighting of an assessment item and the percentage contribution to the overall grade of the total assessment. The submission date for each assessment item is also specified. A separate document outlining assessment information will be provided for each assessment item which includes the assessment's objective, detailed description and expectations, submission date as well as assessment marking rubrics. Further information on assessments can be obtained from CIHE's Assessment Policy which can be downloaded at [www.churchill.nsw.edu.au/policies-and-procedures](http://www.churchill.nsw.edu.au/policies-and-procedures)





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