

INTERNATIONAL STUDENT GUIDE



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ERDI
ACADEMY

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WELCOME TO AUSTRALIA

This guide is designed to help you prepare for your journey to Australia and your studies at ERDI Academy. It provides important information about arriving in Australia, settling into life in Melbourne and understanding your responsibilities as an international student.

More information is available on the ERDI Academy website:
www.erdiaacademy.com.au



STUDENT SUPPORT & WELLBEING

The Student Support & Wellbeing Team is available to assist international students throughout their studies.

They can help with:

- General International student enquiries
- Accommodation advice
- Student visa information
- Orientation programs
- Social activities and events
- Referrals to support services

If you are unsure who to speak to, the Student Support team is your first point of contact.

ERDI Academy Office Hours

Monday to Fridays, 8:00AM to 4:30PM

Located, 265 Little Bourke Street, Melbourne VIC 3004

ph: 03 9663 4711

e: info@ERDIacademy.com.au

Contacts - Student Support & Wellbeing



Carolyn Neilson

Student Coordination/
Complaints & Resolution

ph: 0488 900 309

e: info@ERDIacademy.com.au



Emma Belden

Student Coordination/
Complaints & Resolution

ph: 0430 228 260

e: info@ERDIacademy.com.au

Contacts - Emergency Contacts



Police, Fire & Ambulance

ph: 000



Department of Home Affairs (DOHA)

ph: 131 881

www.homeaffairs.gov.au

APPLICATION & ENROLMENT PROCESS

Step-By-Step Process

Step 1. Student Enquiry & Application

Step 2. ERDI Academy provides:

- International Student Enrolment Form
- International Student Agreement
- Letter of Offer
- Pre-Enrolment Assessment Form

Step 3. Student accepts the offer.

Step 4. ERDI Academy issues:

- Electronic Confirmation of Enrolment (eCoE)
- Overseas Student Health Cover (OSHC) information

Step 5. Student applies for visa

Step 6. Student arranges travel and accommodation

Step 7. Student arrives in Australia

Step 8. Student attends orientation

Step 9. Student sets up OSHC, bank account and mobile phone

Step 10. Classes begin

BEFORE YOU LEAVE HOME

Essential Checklist For Your Journey

Before travelling to Australia, make sure you have:

- ✓ Valid passport and student visa
- ✓ Letter of Offer and Confirmation of Enrolment (CoE)
- ✓ Receipts for tuition fees and OSHC
- ✓ Travel arrangements and accommodation organised
- ✓ Access to sufficient funds
- ✓ Some Australian currency for your arrival
- ✓ Travel insurance
- ✓ Copies of important documents

Important documents to bring:

- Passport
- Confirmation of Enrolment (CoE)
- Academic transcripts and certificates
- Identification documents
- Medical records if relevant
- Emergency contact details

It is recommended that copies of these documents are left with family or stored securely.



PREPARING FOR LIFE IN AUSTRALIA

Moving to a new country is an exciting experience but can also be challenging. It is normal to feel homesick or overwhelmed when adjusting to a new culture, environment and education system.

Common adjustments include:

- Living away from family and friends
- Using English in daily communication
- Adapting to different teaching and learning styles
- Sharing accommodation or living independently
- Meeting people from different cultures and backgrounds

If you need help, **do not hesitate to ask**. ERDI Academy's Student Support team can assist with personal, academic and wellbeing concerns.

Introduction to Australia

Australia is one of the world's most popular destinations for international students. It offers high-quality education, a safe environment and a multicultural society.

Students from more than **190 countries** study in Australia each year across universities, colleges and vocational education providers. Australia is known for its high academic standards, strong industry connections and excellent quality of life.

Studying in Australia provides the opportunity to gain internationally recognised qualifications while experiencing a diverse and welcoming culture.

(Source: Study Australia - Austrade)

Living in Melbourne

Melbourne is the capital of Victoria and Australia's second-largest city. It is known for its multicultural community, vibrant arts scene and excellent quality of life.

The city offers:

- A diverse food and café culture
- Major sporting events
- Museums, galleries and live music venues
- Easy access to beaches and regional attractions

Climate

Melbourne has a temperate climate:

- **Summer:** December – February
- **Autumn:** March – May
- **Winter:** June – August
- **Spring:** September – November

Melbourne weather can change quickly, so it is recommended to carry a jacket or umbrella.

About ERDI Academy

ERDI Academy is a **Registered Training Organisation (RTO 46102) and CRICOS provider** delivering education and training for the Travel, Tourism and Hospitality industries.

Our programs are designed to develop the practical skills and knowledge required for careers in the hospitality sector.

ERDI Academy focuses on:

- High-quality education and training
- Industry-relevant learning
- Student support and wellbeing
- Career development opportunities

ERDI Academy Location – Melbourne CBD

ERDI Academy is located at 265–281 Little Bourke Street, Melbourne VIC 3000, in the heart of Melbourne's Central Business District.

The campus is within walking distance of major public transport hubs including.

- Melbourne Central Station
- Flinders Street Station
- Tram services on Bourke Street



Student Visas

Most international students require a Student Visa (Subclass 500) to study in Australia.

To apply for a visa, you will generally need:

- A valid passport
- Confirmation of Enrolment (CoE)
- Supporting documents required by the Department of Home Affairs

Visa applications are usually submitted online through the Department of Home Affairs.

For more information visit:

<https://immi.homeaffairs.gov.au>

Working While Studying

International students may work up to **48 hours per fortnight** during study periods and unlimited hours during scheduled course breaks.

Before starting work you should:

- Apply for a Tax File Number (TFN)
- Understand your visa work conditions
- Ensure you are paid according to Australian workplace laws

More information:

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

Maintaining Your Student Visa

Students must comply with their visa conditions while studying in Australia.

Key requirements include:

- Remaining enrolled in your course
- Maintaining satisfactory course progress
- Attending scheduled classes
- Maintaining **Overseas Student Health Cover (OSHC)**
- Updating ERDI Academy within **7 days** if your address changes
- Complying with permitted work hours

Failure to meet visa conditions may affect your visa status.

Department of Home Affairs

The Department of Home Affairs (Home Affairs) is the Australian Government department responsible for managing immigration, border control and visa services. The department oversees the entry, stay and settlement of people in Australia, including international students. Home Affairs manages Australia's visa system and provides information and services for people who wish to visit, study, work or migrate to Australia. Students applying for an Australian visa should ensure they follow the requirements and guidance provided by the Department of Home Affairs.

For more information about visas and immigration requirements, visit: <https://immi.homeaffairs.gov.au>

Migration Agents

A registered migration agent can assist you with preparing and submitting your visa application and may communicate with the Department of Home Affairs on your behalf. However, it is important to note that you are not required to use a migration agent to apply for a visa. Many students choose to complete and submit their visa applications independently. If you decide to use a migration agent, you should ensure that they are registered with the Office of the Migration Agents Registration Authority (OMARA).

You can search for registered migration agents at: <https://www.mara.gov.au>

Education Agents

Education agents promote various Australian education programs and institutions internationally and are a good way for students to apply to study in Australia. Agents are experienced in making international student applications and applying for visas. Most speak both English and the local language, so this makes the application process a lot simpler and generally hassle-free for students and parents. Most do not charge for their service as they collect a commission from the institution you choose to attend. However, some agents do charge small amounts or offer additional services for which they charge. You can check with your Australian education provider for contact details of agents they recommend.

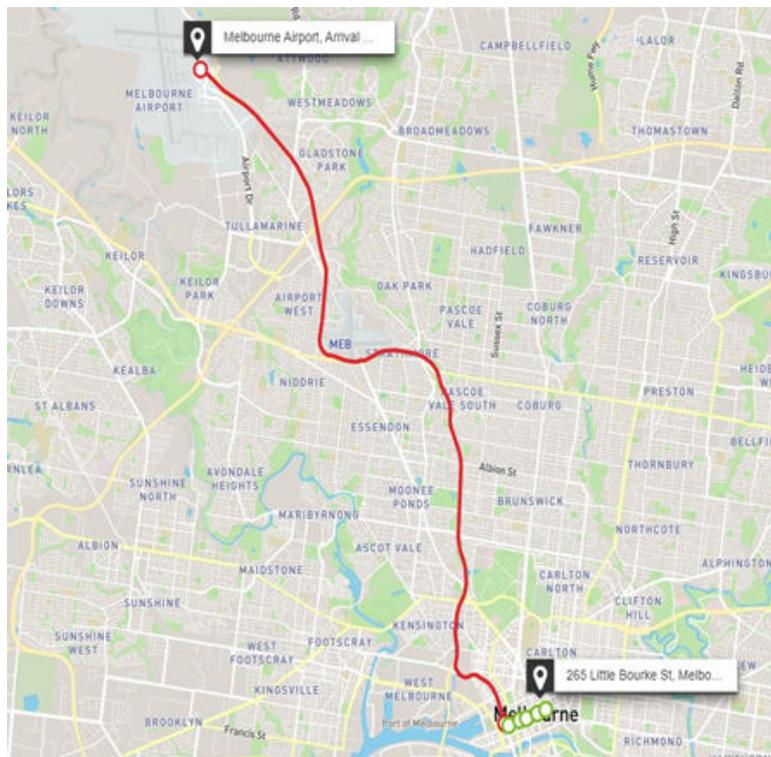
Please Note: Although able to assist in completing education and visa applications, Education Agents are NOT licensed to provide migration advice.

Travel & Arrival

You will need to make your own travel arrangements to Australia. Please try to arrive at least 1-2 weeks before the start of International Student Orientation to allow enough time for settling in, adjusting to the climate, and overcoming jet lag.

You should fly into **Melbourne Tullamarine International Airport**, which is the closest international airport to the city. Visit the Airport website at [Melbourne Tullamarine International Airport](#).

Melbourne Tullamarine International Airport is located at Arrival Dr, Melbourne Airport VIC 3045



From the airport you can travel to the city using the **SkyBus**, which runs regularly to **Southern Cross Station**. From here you can take a short walk or catch a tram to reach 265 Little Bourke Street. Tram routes 86 and 96 run from Southern Cross Station to Bourke Street Mall from there it is a short walk to ERDI Academy.

You will need a Myki card to use public transport, which can be purchased at the airport or Southern Cross Station. For more information on Public Transport including timetables, costs and international student concession eligibility visit www.ptv.vic.gov.au

Entering Australia

Australia has strict border and quarantine laws to protect its environment and agriculture. When arriving in Australia, you must declare any food, plant or animal products on your Incoming Passenger Card. These items may need to be inspected by quarantine officers.

If you bring prohibited items or fail to declare items that should be declared, you may face fines or other penalties. If you are unsure whether an item should be declared, it is always best to declare it.

Some goods sent to Australia separately (unaccompanied goods) may also be subject to customs duties or taxes, depending on the type and value of the items.

For more information about what you can and cannot bring into Australia, visit:

<https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>

Accessing and Managing Your Money

Before leaving for Australia, it is important to speak with your bank or financial institution about how you will access your money while overseas. Banks operate differently, so you should understand any fees, charges, access methods and security requirements for using your funds in Australia.

When you first arrive, ensure you have enough money available to cover your initial expenses. It is recommended that students have approximately AUD \$1,500–\$2,000 available for the first two to three weeks to cover costs such as temporary accommodation, food and transport.

You may bring money to Australia using options such as:

- International credit or debit cards
- Traveller's cheques
- Electronic bank transfers
- Cash in Australian dollars

Traveller's cheques can be exchanged at most banks or currency exchange services in Australia.

For safety reasons, do not carry large amounts of cash when travelling. Lost or stolen cash is usually not covered by travel insurance, while lost credit cards or traveller's cheques can generally be replaced. You should also avoid asking people you do not know to handle money or make payments on your behalf.

If you do not already have Australian currency, you can exchange money at the airport when you arrive or at banks and currency exchange services located throughout Melbourne.

Automatic Teller Machines (ATMs) are widely available across Australia, including at airports and shopping centres. If your debit card allows international access, you may be able to withdraw money from ATMs displaying international network logos such as Cirrus or Plus.

Most major international credit cards are accepted in Australia. However, it can be difficult for international students to obtain a new credit card after arriving in Australia due to identification and credit requirements, so students should ensure they have appropriate financial arrangements in place before travelling.

Tax File Number

If you plan on working in Australia, you must apply for a Tax File Number (TFN) from the Australian Taxation Office (ATO). To apply for a TFN, you must fill out and complete the Tax File Number application or Enquiry for an individual form (NAT 1432). Check out and review the forms at: ATO website (www.ato.gov.au) Phone number (13 28 61)

International students have to pay their taxes the same way that Australian residents pay theirs. Staying in Australia for more than six months will give the government rights to consider you as 'a resident for tax purposes. This means that you are required to pay tax on your work earnings as well as earnings from bank interests.

A payment summary (or 'group certificate') will be given to you by your employer on the 30th of June which is the end of the financial year. You will need this certificate when making your tax return.



STUDENT ADMINISTRATION INFORMATION

Paying Fees

ERDI Academy will not require students to pay more than 50% of the total tuition fee before commencing their study, but students may do so if they wish. Tuition fees will not be accepted prior to signing of the International Student Agreement Form. Payment can be made at the same time as the agreement form has been signed and returned to the College. Please note that tuition and non-tuition fees are subject to change. For more information, you may refer to the Fee Administration and Refund Policy in the website.
Refund and Cancellation Policy

ERDI Academy will follow the minimum refund calculation as per the *Education Services for Overseas Students (Calculation of Refund) Specification 2014*, less the administration and processing fee of 5% of course fees paid OR \$500, whichever is lesser. Please refer to ERDI Academy's CRICOS Fee Administration and Refund Policy for further information.

STAYING CONNECTED

Phones and Internet

Mobile phones are the most common way to communicate in Australia. Students can purchase prepaid SIM cards or mobile plans from major providers such as Telstra, Optus and Vodafone. SIM cards are widely available at airports, supermarkets, convenience stores and mobile phone shops.

Public payphones are available in some locations and local and national calls from Telstra public payphones are free.

International calling cards and mobile apps are also available if you need to make overseas calls.

Mail Services

Postal services in Australia are provided by Australia Post. Post offices are located throughout cities and shopping centres and offer services such as sending letters and parcels, purchasing packaging supplies and paying some bills.

For more information about postal services in Australia, visit: <https://auspost.com.au>

Interact With Us

Facebook: <https://www.facebook.com/erdiacademy>

Instagram: <https://www.instagram.com/erdiacademy/>



VERSION CONTROL

Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
18/08/2025	Document creation	ERDI Academy	v. 1.0	22/08/2025	21/08/2026
11/09/2025	Post-external audit updates; SRTOs 2025	Erdi Academy	v. 2.0	11/09/2025	10/09/2026
27/02/2026	Full review and update	Erdi Academy	v.2.1	01/03/2026	01/03/2027

RTO INFORMATION

Document Name	Student Handbook
RTO/Company Name	ERDI Academy
ABN	97 743 987 124
RTO Code	#46102
Phone	03 8662 1379
Email	info@erdiacademy.com.au
Manager	RTO Manager
Website	erdiacademy.com.au
Address	265-281 Little Bourke Street, Melbourne, VIC, 3004