

Sarina Russo
How to get that job!

A young woman with long brown hair, wearing an orange blazer over a white pinstriped shirt and dark blue trousers, is smiling and holding a black clipboard. She is standing in an office environment with blurred windows and furniture in the background.

**YOUR CAREER
SUCCESS
STARTS HERE!**

rbs.qld.edu.au

The School of Entrepreneurship
Russo Business School – 2023 Prospectus

WELCOME TO YOUR FUTURE

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Russo Business School 2022 International Prospectus is published by Russo Business School, intended as a general introduction to Russo Business School. All care has been taken to ensure information is correct at the time of publication (April 2, 2023 9:17 am). Russo Business School reserves the right to alter any admission requirement or program included in this publication without prior notice.



WHERE IT LOOKS BRIGHT

Russo Business School (RBS) is a friendly and diverse institute of higher education, providing students with quality education and an unparalleled student lifestyle.

With a collective focus on instilling knowledge whilst linking students to workplace relevant experiences, we are confident today's students will be prepared to succeed in tomorrow's ever-changing and globalised business world.

RBS forms part of the Sarina Russo Group, a company respected globally for delivering quality education, training and ongoing employment assistance to students.



RUSO BUSINESS SCHOOL

RBS seeks to benefit society through disruptive innovation, high impact leadership, creative business acumen and entrepreneurial endeavours.

We achieve this by delivering innovative and entrepreneurial-oriented courses to emerging and established leaders, empowering them with the mindset, tools and community to set up their own enterprise or drive intrapreneurial innovation within an organisation or industry.

RBS is co-located with the Sarina Russo Institute and James Cook University Brisbane, providing students with the opportunity to study with

a diverse group of students, gain insight into accessible education pathways and experience the ultimate student lifestyle by utilising the various services offered through Campus life.

In choosing Russo Business School, you will be joining an institution recognised for excellence in learning and innovation. In addition to this students will enjoy a supportive study environment which is welcoming. Having benefited from smaller class sizes, readily available lecturers and individualised support, Russo Business School graduates are employer preferred, and work ready graduates.

I had completed a Certificate IV in Entrepreneurship and New Business with Sarina Russo Institute as a way to dip my toe into the Australia education system before commencing my Diploma of Business with Russo Business School.

My end goal was always to graduate with a Bachelor of Commerce but I felt like I needed stepping stones and extra support to get there. The highly trained teachers and supportive student service team at Russo Business School gave me the perfect platform to launch off and I recently completed by Bachelor of Commerce with Torrens University and have commenced full time work."

Sanjaya Bhatta | RBS Alumnus

What sets us apart



Informed by Sarina Russo

Our programs have been informed by one of the most celebrated business leaders in Australia.



Applied business acumen

We have a curriculum focused on applying the business acumen required to succeed in a globalised world.



Pracademic faculty

Our faculty embodies a business acumen mindset with members well rehearsed, both practically and academically in their specialist fields.



Multiple university articulation

Our articulation agreements with some of Australia's best universities allows you to pathway directly into the second year of your associated Bachelor Degree

Meet Our Team

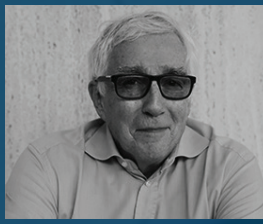
Directors



Amanda Stoker
Chair of the Board



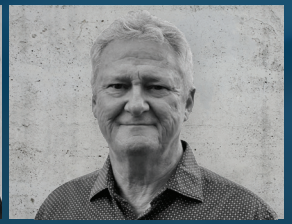
Sarina Russo
Managing Director



Prof Paul Greenfield AO
Executive Dean



Kevin Ayre
Board Director



Prof Chris Cocklin
Board Member

Leadership Team



Kathleen Newcombe
Chief Executive Officer



Stephanie Hunter
Chief Operations Officer



Geoff Wessling
Dean of Studies



Jennifer Ah-Fock
Diploma Program Manager



Quentin Underhill
Operations and
Standards Manager



Where we are

Brisbane, Australia's 'New World City,' is Queensland's capital city and is fast becoming the destination of choice for international students.

Discover Brisbane

Brisbane is the capital of Queensland (the Sunshine State) and the third largest city in Australia. Known for being safe and friendly, Brisbane is also one of the most affordable cities in the country.

RBS is located in the Brisbane Central Business District (CBD) close to the river front, Queen Street shopping mall, cultural precinct, various cafés and the Botanic Gardens. The campus is easily accessible via public transport, which is heavily discounted to students.

Climate

Summer (December–February)

- 21°–30°C/69°–85°F
- Warm with rainy periods

Winter (June–August)

- 11–21°C/51.6°–69.8°F
- Dry and mild

Find out more

- brisbane.qld.gov.au
- visitbrisbane.com.au
- queensland.com
- adventuresaroundbrisbane.com.au
- my247.com.au/brisbane
- studybrisbane.com.au
- insiderguides.com.au

GENERAL INFORMATION

Population	Over 2.5 million people
Climate	Subtropical
Language	English
Time Zone	GMT/UTC + 10 hours
Currency	Australian Dollar (\$AU)
Transport	Bus, train and ferry services are available within a short walking distance of the campus.
Medical	There are hospitals, medical clinics, psychology clinics and more off-campus.

ESTIMATED WEEKLY COSTS*

	\$AU
Accommodation	\$250
Transport	\$55
Food	\$100
Personal	\$40
Clothing	\$35
Entertainment	\$25
Internet / Mobile Data	\$20
Total	\$525

*All prices are to be used as a guide only and can vary based on individual circumstances. For more information regarding living in Australia visit insiderguides.com.au/cost-of-living-calculator.



Brisbane

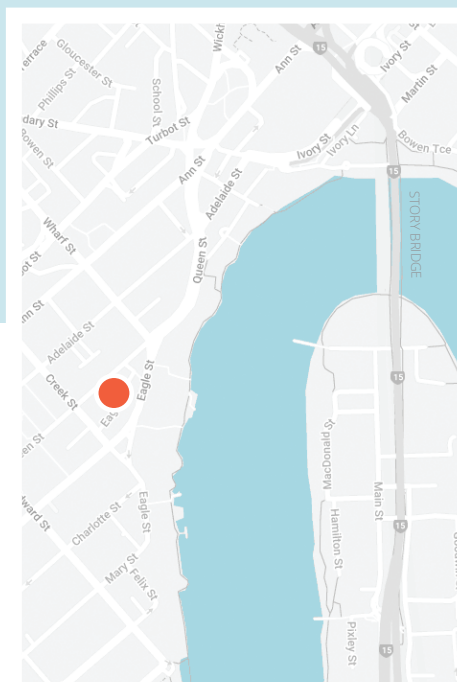
Sydney

Melbourne

Our campus is located on 349 Queen St, in the heart of Brisbane City. Brisbane has a large international airport with flights daily to and from countries all over the world and within Australia. It is easy to travel to other Australian states and territories via plane and other modes of transportation.



Located Here





Key Details

Credit Points:	24 <i>(equivalent to 1-year full time course)</i>
Duration:	8 – 12 months full time
Intakes:	May and September 2023
2023 Fees:	International students: \$19,600 <i>(\$2,450 per subject, \$4,900 per cluster)</i> Domestic students: \$15,800 <i>(\$1,975 per subject, \$3,950 per cluster)</i>
CRICOS:	088834G

DIPLOMA OF BUSINESS

Overview

The Diploma of Business is a uniquely positioned, higher education Diploma designed for those who are seeking to develop practical skills to succeed in business, while developing the knowledge and academic skills necessary to succeed in further study at University.

The Diploma provides an alternative to the first year of a Bachelor of Business as well as providing valuable business acumen and skills for those seeking to enter or re-enter the workforce, start your own business or innovate within an existing business.

You will complete 8 foundation business discipline subjects including business communication, management, marketing, data analysis, economics, accounting and law. These core disciplines are contextualised using a virtual business, providing students with an opportunity to understand how these concepts apply in a contemporary Small to Medium-sized Enterprise (SME). This application ensures the course is relevant, and that students acquire both a theoretical understanding of the disciplines as well as tangible skills which can be immediately applied in a workplace setting.

You will also develop important generic skills required to succeed both in university study and a global business environment including academic and digital literacy, numeracy, critical thinking, analytical evaluation, independent learning and working collaboratively. RBS graduates will also have developed entrepreneurial intelligence and the ability to execute – skills which characterise The Sarina Russo Group and are needed in the current and future workforce.

Course Structure

The RBS Model

RBS has developed a distinctive model that sets us apart from other Higher Education providers.

The 8 Diploma of Business subjects are grouped into 4 clusters bringing together complementary disciplines to emphasise the inter-connectedness of foundation business concepts and how these apply in a business setting.

- **Professional Skills for Business**
- **Managing and Marketing a Business**
- **Data Analytics and Decision Making for Business**
- **Finance and Legal Essentials for Business**

Each Cluster is delivered over a 6-week period followed by a 2-week break*. This model allows you to focus on specific discipline areas over a concentrated period, while also providing flexible entry and exit points for those needing to balance your study with other commitments.

If you complete the 4 clusters on a full-time program, you can complete the Diploma within 8 months and fast track the completion of a Bachelor of Business at James Cook University, through a seamless transition process.

You are encouraged to complete both subjects in the cluster (a full-time load), however part-time options are available with students completing just 1 subject at a time.

* The length of the break may vary from time to time. Study period dates are published on the Annual Academic Calendar (See "Academic Calendar Dates 2023" on page 16).

Delivery Format

A flexible approach to learning

We realise that students have complex lives and need flexibility, so have designed the course to provide as much flexibility as possible.

Option to blend online and on-campus learning

- International students have the option to commence their studies online at home through our digital campus and then transfer to Australia to complete their diploma resulting in no lost time.
- Australian students can choose to study online, face-to-face or a mixture of both.

Online only

- Complete the course 100% on-line at home if this is the best fit for your circumstances.

Flexible study patterns

- Subjects are taught over a six-week period to provide opportunities for entry and exit points.
- There are six terms per year, allowing you to either fast-track your study and complete in 8 months or spread your study out over the year.

Work-life balance

- You are generally only required to attend classes over three days providing the flexibility to manage work and personal commitments.

DIPLOMA OF BUSINESS

The Clusters

Cluster 1

Professional Skills for Business

- » ***RH1000 Academic & Business Skill Development***
- » ***RH1005 Contemporary Business Communication***

This cluster focuses on preparing you to contribute effectively in a business environment while also developing the vital academic skills needed to succeed in the university-level study. You will develop skills in professional business communication (spoken, written, in-person and electronic) including leadership, teamwork, problem-solving, digital literacy, initiative and enterprise skills that are most sought by employers to work effectively in a business environment.

Cluster 2

Managing and Marketing a Business

- » ***RH1004 Management Fundamentals***
- » ***RH1008 Marketing Fundamentals***

You will gain a broad overview of the management functions within an organisation, with a focus on planning, organising, leading and effectively managing a team to peak business performance. You will also gain an understanding of the marketing role in modern organisations including the marketing mix, customer segmentation, products, pricing, placement, advertising, selling and digital marketing. You will harness your marketing skills; learning how to build a business brand, connect and engage with your customers.





Cluster 3 **Data Analytics & Decision Making for Business**

» **RH1007 Data Analysis & Management**
» **RH1003 Economics**

You will be introduced to the basic statistical methods that are widely used in modern business applications. Our aim is to equip you with the essential knowledge and skills to interpret and forecast real-world data in a business context. You will also be introduced to basic economic concepts and theories including microeconomics, focusing on decision making of individual customers and firms (e.g. customers' decisions on consumption, and firms' decisions on production) and macroeconomics, which addresses economic issues at an aggregate level (e.g. international trading, interest rates, taxes and government spending). You will develop data analytics and problem-solving skills to make informed decisions to respond to complex business challenges.

Cluster 4 **Finance and Legal Essentials for Business**

» **RH1002 Accounting**
» **RH1012 Business Law**

This cluster is designed to provide you with a basic understanding of accounting issues both in Australia and internationally. It covers accounting standards and concepts, elements of financial statements, recognition criteria, alternative methods of valuation and reporting, and disclosure of the financial performance of companies. You will learn how the financial world works and make smart business decisions. You are also introduced to the Australian legal system, and the legal rules regulating commercial activities in Australia. A substantial amount of time is dedicated to explaining the law of contract, relevant to most commercial exchanges of goods and services. You will acquire the skills to understand the important role that finance and law plays in business decision-making.



ACADEMIC PATHWAYS

Your Academic Pathway into the Bachelor of Business degree

RBS is colocated with James Cook University Brisbane and after completing the Diploma of Business you can choose to continue through to the second year of a Bachelor of Business.

JCU is the second oldest university in Queensland, recognised in the higher education sector for achievements in teaching and research. Ranked by Times Higher Education in the top 30 modern universities, James Cook University delivers high-quality degrees that prepare students for the global workforce.

If you choose to study at JCU Brisbane, you will graduate with a tertiary qualification from a respected and highly acclaimed university.

JCU Brisbane offers both undergraduate and postgraduate degrees.



Brisbane

Undergraduate

Bachelor of Business – Majors in:

- Business Intelligence and Information Systems
- Hospitality and Tourism Management
- International Business
- Management
- Bachelor of Commerce

Bachelor of Information Technology

Bachelor of Tourism, Hospitality and Events

Bachelor of Social Work

Postgraduate

Master of Education / Master of Business Administration

Master of Business Administration

Master of Professional Accounting

- Master of Business Administration

Master of Information Technology

- Business Informatics

Master of Information Technology

- Computing & Networking

Master of Information Technology

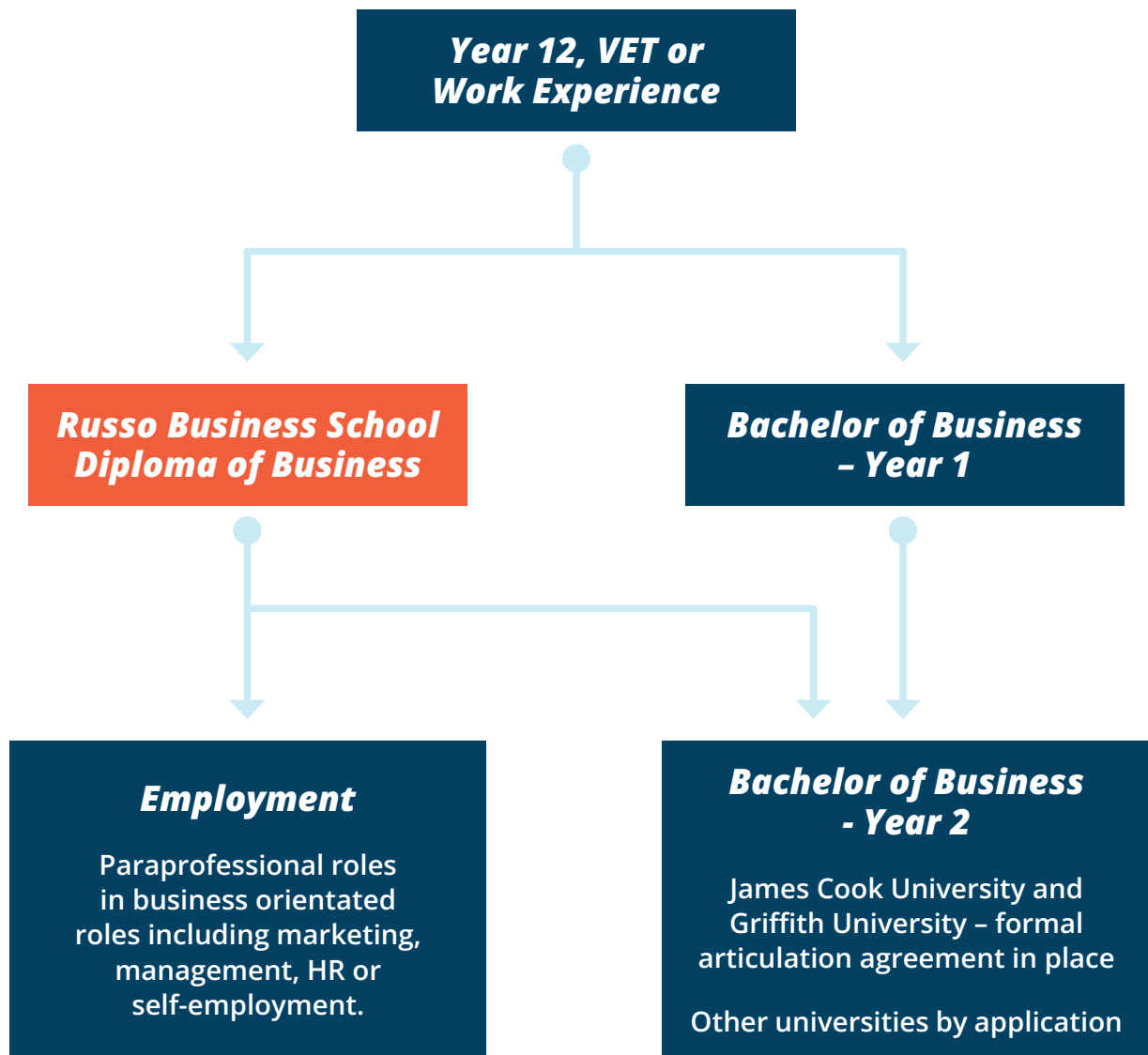
- Master of Business Administration

Master of International Tourism & Hospitality Management

- Master of Business Administration

"The fees were affordable and the staff were so helpful – I often found myself asking the librarians for assistance with referencing and proof reading. After leaving Russo Business School, I started my Bachelor of Commerce with Griffith University. I started work as a graduate tax accountant at a local tax firm shortly after graduating but recently relocated to the Northern Territory to work as an Employment Consultant for an Indigenous organisation."

Noa Tagicakiverata Jr
RBS Alumnus



We believe that to be commercially savvy and ultimately successful, a solid foundation in business acumen is key – that is the focus of this Diploma – that is what sets us apart."

Jennifer Ah-Fock
Diploma Program
Manager

Campus Life



At RBS we believe it is important for you to learn and excel whilst experiencing the best of what it means to study abroad.

Campus Life is about providing you with a supportive and engaging student experience, to make sure you get involved, by offering:

Student Support Services:

Providing friendly, prompt and consistent customer service we endeavour to make you feel as comfortable as possible throughout your course.

Student Lounge:

The Student Lounge is set over one entire floor and is the best place to hang out on campus. The lounge also has a kitchen equipped with fridge, microwave and coffee/hot chocolate making facilities.

Student Counselling:

At RBS, we offer individual counselling to students for academic and personal issues, with the aim of supporting you to stay and succeed.

We will be professional, responsive and respectful. We know that at times people experience issues that cause distress, and that counselling can help to identify and work through these. We will help you clarify the problem, explore your alternatives and find the most appropriate solution that suits your unique situation. We can support you in making changes and do this with a range of evidence-based strategies. Students see us for help with issues including their relationships, mental health and academic-related concerns. We encourage you to see us before a problem becomes a major issue.

The Learning Centre (TLC):

A location that is staffed by highly qualified Learning Advisers who provide practical advice and support to students about the academic English language and numeracy skills required to succeed in an Australian education environment.

Learning Advisers work with students at all levels to help them improve their literacy and numeracy skills. Whether you are a student experiencing difficulty adjusting to the academic requirements of tertiary study or you are a high achieving student who is aiming for excellence, our Learning Advisers are here to help you. By working with lecturers, Learning Advisers ensure the assistance students receive is aligned to support content covered in class.

TLC offers a drop-in service, one-on-one appointments and small group workshops. This means you have flexible access to the information, advice and assistance you need to succeed. There are also options for consultations via zoom or MS Teams for students who are studying online.

Library and Online Learning Resources:

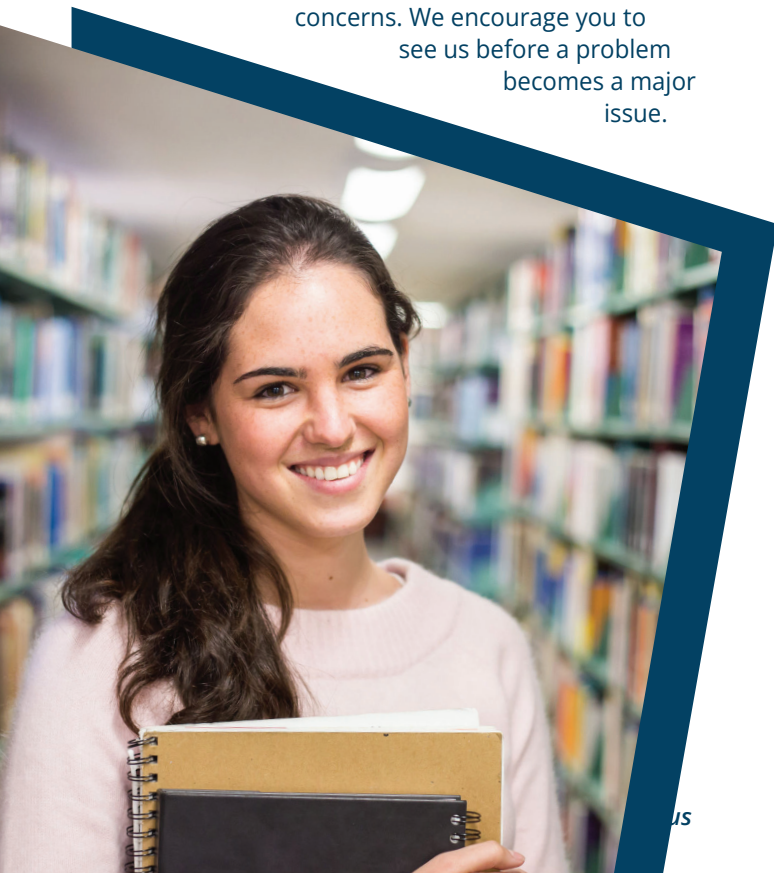
Our campus library sits on level 2 within our student resource centre. This is always a great place to study, complete assignments, research or just chill out. Our resource centre provides students with access to textbooks, general books covering teaching areas, access to laptops and regular study skills workshops.

We have developed our programs in both on campus and online formats. We strive to make our online learning materials interactive and innovative, to ensure that your learning experience is equivalent to being on campus.

If you are completing your course online, you can access the personal support services offered by RBS.

Multi-faith Prayer Room:

We embrace the religious and spiritual diversity of our community. We recognise that some faiths require religious observance such as prayer and other ceremonial activities during study hours. To support this we have a multi-faith prayer room. This room is designed to be a welcoming and accessible space for people of all faiths and traditions.





INTERNSHIP AND CAREER DEVELOPMENT SPECIALISTS

Joblinx is your pathway to individualised and specialist assistance that will launch your professional career or assist you to find paid employment to support yourself during your studies.

Our highly qualified career counsellors provide these services to all our students free of charge.

Our students are highly successful in finding employment after completing our training, workshops and individualised career coaching.

WE PROVIDE

WORKSHOPS

- Resume And Cover Letter
- Interview Skills Training
- Australian Workplace Culture

TRAINING

- MYOB
- Microsoft Office Package
- LinkedIn Learning
- Coffee Making
- Food & Beverage Training Course
- RSA

PROGRAMS

- Career Advice & Career Plan
- Professional Brand Guidance
- Professional Identity Assistance
- Internship & Work Experience
- Job Placement

Visit joblinx.com.au for more information.



Joblinx is also one of the best places you can get real work experience. They are really helpful. Joblinx found 2 opportunities for me. One was a paid part-time job that helped me support myself while I was studying, the other was relevant to my degree in a large company working within their large property development and investment department.

During my professional work experience I got to learn so much from a total business perspective in an Australian environment.

Alvin John Wei Choy Loh
MALAYSIA

IMPORTANT INFORMATION

Academic Calendar Dates 2023

1	New Years Day
2	New Years Day (obs.)
16	Orientation Day
17	SP6 Results Released
20	Tuition Fee Due Date
23	SP1 Classes Start
26	Australia Day

January 2023							
Week	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31					

February 2023							
Week	M	T	W	T	F	S	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

3	SP1 Census Date
27	Assessment Week

1	Assessment Week
6	Study Break
14	SP1 Results Released
17	Tuition Fee Due Date
20	SP2 Classes Start
31	SP2 Census Date

March 2023							
Week	M	T	W	T	F	S	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

April 2023							
Week	M	T	W	T	F	S	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

7	Good Friday
9	Easter
10	Easter Monday
24	Assessment Week
25	Anzac Day

1	Labour Day
1	Study Break
8	Orientation Day
9	SP 2 Results Released
23	Tuition Fee Due Date
15	SP3 Classes Start
26	SP3 Census Date

May 2023							
Week	M	T	W	T	F	S	S
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

June 2023							
Week	M	T	W	T	F	S	S
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

19	Assessment Week
26	Study Break

4	SP3 Results Released
7	Tuition Fee Due Date
10	SP4 Classes Start
21	SP4 Census Date

July 2023							
Week	M	T	W	T	F	S	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August 2023							
Week	M	T	W	T	F	S	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30				

14	Assessment Week
16	Brisbane Show Day
21	Study Break
29	SP4 Results Released

4	Orientation Day
8	Tuition Fee Due Date
11	SP5 Classes Start
22	SP5 Census Date

September 2023							
Week	M	T	W	T	F	S	S
35					1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	

October 2023							
Week	M	T	W	T	F	S	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

2	Queens' Birthday
16	Assessment Week
23	Study Break
31	SP5 Results Released

3	Tuition Fee Due Date
6	SP5 Classes Start
17	SP5 Census Date

November 2023							
Week	M	T	W	T	F	S	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December 2023							
Week	M	T	W	T	F	S	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

11	Assessment Week
18	Study Break
22	SP5 Results Released
25	Christmas Day
26	Boxing Day

The information is correct at the time of publication (August 2022).

Russo Business School reserves the right to change details at any time (this includes schedules and fees).

* At time of printing the dates of public and show holidays in Queensland are proposed dates only.

rbs.qld.edu.au

Key Dates

	Study Period 1	Study Period 2	Study Period 3	Study Period 4	Study Period 5	Study Period 6
Registration and Orientation	16 January	13 March	8 May	3 July	4 September	30 October
Tuition Fee Payment Due Date	20 January	17 March	12 May	7 July	8 September	3 November
Lecture Commencement	23 January	20 March	15 May	10 July	11 September	6 November
Exam Period	27 February	24 April	19 June	14 August	16 October	11 December

Study Costs

Tuition fees

Annual fees are calculated based on 8 subjects, and normally increase each new calendar year. Please visit rbs.qld.edu.au for updated fees and due dates.

Books and miscellaneous study expenses

You will need to budget for the cost of text books. Where possible, textbooks will be available as e-books.

Domestic Students FEE-HELP

FEE-HELP is Australian Government's loan scheme for higher education degree courses. It can assist you in paying for all, or part of your Diploma of Business course fees. You pay back your FEE-HELP debt through the tax system once you earn above the compulsory repayment threshold. The compulsory repayment threshold may change from year to year.

RBS is an approved FEE-HELP Higher Education Provider. To find out more about FEE-HELP, please visit studyassist.gov.au/help-loans/fee-help.

Austudy

Domestic students enrolled in the Diploma of Business may be eligible for government assisted help and support, such as Austudy.

RBS is an approved Austudy Higher Education Provider. To find out more and the application process go to servicesaustralia.gov.au/austudy.

Entry Requirements

Domestic Students

Recent School Leavers

If you have completed year 12 within the last 5 years and obtained either a Pass in at least 3 subjects or an ATAR 50 you will be eligible to enter the Diploma of Business.

Vocational Education and Training (VET) Graduates

If you have completed a Certificate III or higher through a Registered Training Organisation within the last 5 years you will be eligible to enter the Diploma of Business.

All other applicants

If your qualification is less more than 5 years old or you did not complete Year 12, your eligibility can be assessed based on your work experience. Please provide the following information with your application:

- A detailed overview of your education and employment history including paid and unpaid work (i.e. your resume)
- Evidence of your work experience – this can be written statements from previous employer/s, group certificate, or the names and contact details of referees who can be contacted.
- A short personal statement (300-500 words) outlining why you wish to study at RBS, what you are looking for out of the course and your career goals.

All applicants are required to apply directly to RBS using the appropriate Application Form (refer pages 23-26 or available at rbs.qld.edu.au) and attaching certified copies of their qualifications and other documentation as specified.

If you are unsure if you meet the entry requirements, please contact us at info@rbs.qld.edu.au for advice.

IMPORTANT INFORMATION

International Students



Academic Entry Requirements

Country	Entry Requirement
Australia	Year 12 with a pass in 3 general/applied subjects
Brazil	Certificado de Ensino Medio grade average of 5.6 in final year results
India	All India Senior Secondary School Certificate Average of 50% (awarded by CBSE, CISCE, NIOS and all other Boards) in 4 academic subjects.
Indonesia	SMA III with an average grade of 6.5 in final year results
Kenya	KCSE average grade of 2.4 (D) in best 8 subjects
Korea	High School Certificate of Graduation Year 12 with average Rank 6 in 4 academic subjects / Specialised High School Diploma with a Rank of 6 in 4 academic subjects / CSAT a minimum overall grade of 280, or CSAT Stanine 6 in best 3 subjects. overall grade is calculated from the results in Korean Language, Mathematics, Science and Social Study Areas. CSAT results must be accompanied by evidence of successful completion of senior secondary studies / Korea High School Graduation Equivalency Examination Certificate with average grade 80 or above
Malaysia	Malaysia Independent Chinese Secondary Schools Unified Examination Certificate with a pass in 2 academic subjects, or STPM with a pass in 2 academic subjects
Nepal	Nepalese Proficiency Certificate with a grade average of 45% in final year, or Nepalese Higher Secondary Certificate with a cumulative grade average of 2.5 in the final year.
Nigeria	Senior Secondary School Certificate (WAEC or NECO) with 5 grades at C6 level
Pakistan	Higher Secondary School or Intermediate Certificate Grade average of 50% in final year results
Papua New Guinea	Papua New Guinea Higher School Certificate Grade average of 2.0 in best 5 subjects
Philippines	Year 12 (Academic Track) with overall average of 70% - must complete Science, Technology, Engineering and Mathematics (STEM) Strand.
Singapore	GCE 'A' Level's - A level pass with minimum of 2 points A*=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5) , OR, 4 passes in AS levels OR Successful completion of National ITE Certificate (Nitec) with a GPA of 2 or higher OR Higher National ITE Certificate (Higher Nitec) with a GPA of 1 or higher. Successful completion of 1 year Diploma completed at one of recognised Singapore Private Institutions
South Africa	National Senior Certificate grade average of 3.0 in the best 6 subjects
Sri Lanka	Sri Lankan General Certificate of Education with a Grade Average of 1.1 in the best 3 Advanced Level subjects (where A=4, B=3, C=2, S=1).
Zimbabwe	GCE 'A' Level's - A level pass with minimum of 2 points A*=6, A=5, B=4, C=3, D=2, E=1 (AS Levels are equivalent to half points, e.g. A=2.5) , OR, 4 passes in AS levels

English Learning Requirements

Students whose native language is not English must demonstrate proficiency by achieving a minimum score in a reliable, high-stakes English Language Proficiency test. We will accept the following test results (achieved within the previous 2 years) as proof of English proficiency.

Alternatively, students who have successfully completed 2 years of full-time study where the language of instruction was English, may satisfy the English requirement. This study must have been undertaken no more than 2 years prior to the date on your RBS Letter of Offer. In addition, students must provide a certificate or statement confirming this from the Registrar's office where the student studied.

Please note: The Department of Home Affairs may require evidence of English language proficiency as part of a student visa application. Students should check acceptable forms of evidence on their website.

Students from high risk countries may need to provide evidence that they have obtained a certain test score in an English test language approved by the Department of Home Affairs (DHA) or fall into an exemption category at the time they submit their visa application.

To see a full list of requirements, please visit rbs.qld.edu.au

Entry Requirements

IELTS	Overall score 5.5 (No component lower than 5.0)
IELTS indicator	Overall score 5.5 (No component lower than 5.0)
TOEFL	Overall score of 525/46
TOEFL iBT	Overall score of 46
TOEFL iBT Special Home Edition	Overall score of 46
Pearson Test of English (Academic)	Overall score of 46
Pearson Academic Online	Overall score of 42
Cambridge English or Linquaskill	Average score 162, minimum individual skills score 154
Duolingo English Test	Score of 85 plus performance in long run answers

It is essential that you apply for an Australian student visa before arriving in Australia.

To apply you need to contact your nearest Australian Embassy, Consulate or High Commission. Their worldwide locations can be found at: dfat.gov.au/missions

You can also contact the Department of Home Affairs (Home Affairs). The Home Affairs website contains comprehensive information about applying for visas, health requirements, student work rights and restrictions: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder



IMPORTANT INFORMATION

Australian Visa Information

Streamlined visa processing

Home Affairs must be satisfied that you are a Genuine Temporary Entrant, that your primary purpose for coming to Australia is to study and that you are a genuine student. You must meet Home Affairs' health and character requirements, and Home Affairs will also require you to declare that you have sufficient funds to pay your tuition fees and support yourself for the duration of your course.

Working as a student

Under Australian immigration regulations, students on a student visa may work up to 40 hours per fortnight during university teaching periods and without restriction during university vacations.

Permission to work in Australia will be automatically included when you are granted your student visa.

Working rights for your partner

If your spouse is joining you, he or she can also work while you are studying in Australia by applying for a permission to work visa. The work conditions for your spouse will vary depending on the degree you are studying.

Overseas Student Health Cover (OSHC)

You are required to organise private health insurance before coming to study in Australia. Private health insurance must then be maintained for the duration of your studies. Norwegian and Swedish citizens do not require OSHC. OSHC is a requirement for student Visa holders only. You may arrange your own OSHC or have our team arrange it on your behalf. Fees vary depending on the length of the student visa and are subject to change. Students with a spouse and/or other dependants are required to pay a higher premium.

Bringing your family

Your spouse and children can join you in Australia but each family member must be added to the student visa application, and certain conditions will apply depending on the age of each member.

If you have children who will be attending school while in Australia, you will have to pay school fees for them.

For more information, visit: eqi.com.au

Deferral, temporary suspension or cancellation of enrolment

The ESOS National Code and student visa conditions contain restrictions on when you, or RBS, can defer, suspend or cancel your enrolment. You may only defer commencement of your study or take a leave of absence once you have commenced when there are "compassionate or compelling" reasons for doing so. A "compassionate or compelling" reason is something which is beyond your control and which has, or will have,

an impact on your academic progress or wellbeing. We may suspend a student temporarily, enforcing a break from study, in certain circumstances. For details of those circumstances, and more information on deferral, suspension and cancellation, see the Deferral, Suspension and Cancellation of Study Guidelines (rbs.qld.edu.au) for students and applicants who hold international student visas on our website.

ESOS Act and Tuition Protection Service

As a provider of education services to international students in Australia, we are required to comply with the Education Services for Overseas Students Act (ESOS Act) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code). The ESOS legislation and National Code specify minimum standards for the delivery of courses to students in Australia studying on a student visa and regulate what information must be given to existing and prospective international students, what support must be provided to existing students, what records are kept and what information is to be given to government agencies about international students. For more information visit the ESOS Act webpage: finternationaleducation.gov.au

Our Student Fee Policy applies to overseas students who do not commence their studies at RBS, or withdraw before their course is completed. The policy sets out the circumstances in which a student is entitled to a refund as required under the ESOS Act, and can be found on our website: rbs.qld.edu.au

The Tuition Protection Service (TPS) is a placement and refund service for international students studying on a student visa which also operates under the ESOS Act. The TPS replaces the Tuition Assurance Scheme and the ESOS Assurance Fund. On the rare occasions that a provider is unable to deliver a course an international student has paid for and does not meet its legal obligations to make alternative course replacements or provide a refund, the TPS will assist students to find an alternative place or, if this is not possible, provide a refund of any unspent tuition fees. For further information please visit tps.gov.au

How you will be assessed

We have a variety of assessment methods that apply to our courses. These include reports, essays, oral presentations, group projects, assignments, quizzes, examinations, class participation, and workshops. Details of assessments for particular courses are available at the subject level from our website.

Mode of delivery

Subjects are timetabled across the study periods. If you are an international students on student visa, you must attend each study period and enrol in 2 subjects per study period.



Registration and Orientation Day

Registration and Orientation is a celebration for students commencing their studies at RBS. It is an excellent opportunity to meet lecturing staff and make friends upon arriving in Brisbane or commencing your course online.

Registration and Orientation at RBS are compulsory for all newly on Campus Students to attend. This day is spent ensuring you are correctly registered and enrolled in your program and receive your student card and student login, so you can start your chosen course and subjects on time.

For most students, this week is usually the first experience of life beyond high school in a new country, and for this reason, Registration and Orientation at RBS has been carefully planned to ensure students have a smooth transition into Australian studies and campus life, enhancing the student experience.

If you are an international student, make sure that you take these dates into consideration when booking your flights to Brisbane. If you are studying online, this program is also delivered online.

A detailed schedule for Registration and Orientation week is usually made available on our website, a month before the start of a study period.



HOW TO APPLY

Step 1

Email your completed application form with all supporting documentation, including certified academic transcripts and IELTS/TOEFL/Pearson (PTE Academic) scores (if required), to RBS at **info@rbs.qld.edu.au**.

Please indicate on your application form if you wish to be considered for recognition of prior learning.

NOTE: If documentation is in a language other than English, an official certified translation must be included and translated by the issuing organisation or by an official translating service.

Step 2

Your application will be assessed against entry requirements for your preferred course.

Step 3

If your application is successful, we will generate an electronic letter of offer which you will receive by email. The letter of offer includes:

- Your name and duration of the course you have been accepted
- Any credit you have been awarded for previous study
- Tuition fees and other costs
- Links to relevant information

For International Students only

Step 4

Once you have received your letter of offer, please ensure that all conditions in your offer schedule have been met. Complete and sign the acceptance and payment agreement and return it to RBS or our overseas representative, along with the advance deposit required.

Step 5

An electronic Confirmation of Enrolment (eCoE) will be issued. This is the document you will need to obtain a student visa for Australia. More details will be provided upon acceptance of your offer.

Step 6

Use your eCoE to obtain a student visa from your nearest Embassy or Consulate in your home country.

NOTE: Visa applications can take up to 3 months or more to process depending on your nationality and the country from which you are applying.

Step 7

Once you have a student visa, you are ready to begin your study.

Visa information

It is very important for students to apply for a student visa before arriving in Australia. To find out how apply, please contact your nearest Australian Embassy, Consulate or High Commission or go to **dfat.gov.au/missions**

You may also contact the Department of Home Affairs. The Home Affairs website contains comprehensive information about applying for visas, student work rights and restrictions, health requirements, and FAQs (Frequently Asked Questions) about student visas.

If you have questions about student visas and related issues, you can contact Home Affairs at **homeaffairs.gov.au**

Preferred Course

Course Name:

When would you like to start your studies?

Study Period: ☐ SP 3 (30 May) ☐ SP 4 (25 July) ☐ SP 5 (26 September) ☐ SP 6 (14 November)

Personal Details

Family Name:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Given Names:

Gender: ☐ Male ☐ Female ☐ Other

Email Address:

Date of Birth: / / (dd/mm/yyyy)

Phone (home):

Phone (mobile):

Home Country Address:

Address (where we can contact you about your application):

Emergency Contact Name:

Relationship to you:

Emergency Home Phone Number:

Emergency Work Phone Number:

Citizenship:

Country of Birth:

Do you have a disability, psychological or medical condition which may affect your studies? ☐ Yes ☐ No (If yes, attach supporting documents)

Do you identify as Aboriginal or Torres Strait Islander: ☐ Yes ☐ No ☐ Declining to answer

If yes, please indicate: ☐ Aboriginal ☐ Torres Strait Islander

English Language Proficiency

Is English the main language spoken in your home? ☐ Yes ☐ No If no, please indicate language:

Credit for Previous Study

Are you applying for credit for previous studies? ☐ Yes ☐ No

If yes, please attach the course syllabus for each of the subjects you wish to seek credit for. If your educational institution has an articulation agreement with Russo Business School, you are not required to submit.

Study Options

How do you intend to study? ☐ Full-time ☐ Part-time

Fee Type

☐ I am being sponsored by the organisation whose details are attached. Attach official letter to application.

☐ Tuition Fee Paying ☐ FEE-HELP

Please go to www.studyassist.gov.au to read the 'FEE-HELP Information Booklet' and complete the 'Request for FEE-HELP Assistance Form' prior to census date. Confirmation of your FEE-HELP application must be provided with this application.

Educational Qualifications

Name of school or institution	Name of qualification or course	Years attended (Month/Year to Month/Year)	Course Completed (Yes/No)

Please attach certified copies of transcripts of all academic records. (A certified copy means a stamped photocopy signed by a public notary or institution representative or authorised Russo Business School agent as being a true and accurate record of the original document). All documents must be translated into English by the issuing institution or by an official translating service.

Declaration (all applicants must complete)

I declare that the information I have supplied in this application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by Russo Business School, which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at Russo Business School is accepted, and in consideration of provision of educational resources by Russo Business School, I will be bound by the provisions of Russo Business School's relevant student handbooks, statutes, rules and policies as are in force from time to time, and will be subject to the lawful instructions of officers of Russo Business School.

PRIVACY

Personal information supplied on this form will be handled in accordance with Russo Business School's Privacy Policy (available at rbs.qld.edu.au). I acknowledge that this information may be provided to other areas of Russo Business School and to third parties for administrative and legislative purposes, including but not limited to the Russo Business School Student Association; Russo Business School's educational representatives and business partners; Australian Commonwealth and State agencies; other academic institutions to verify my previous qualifications.

 Signature: _____ Date: / / (dd/mm/yy)

Please send all completed forms to the following Russo Business School location, or to one of Russo Business School's approved agents, listed online at: rbs.qld.edu.au

Russo Business School Phone: 0400 367 051
349 Queen Street, Brisbane Email: info@rbs.qld.edu.au
QLD 4000, Australia

This application form can be downloaded from: rbs.qld.edu.au

Office use only:

Preferred Course

Course Name: _____

When would you like to start your studies?

Study Period: ☐ SP 3 (30 May) ☐ SP 4 (25 July) ☐ SP 5 (26 September) ☐ SP 6 (14 November)

Personal Details

Family Name: _____

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Given Names: _____

Gender: ☐ Male ☐ Female ☐ Other

Email Address: _____

Date of Birth: / / (dd/mm/yyyy)

Phone (home): _____

Phone (mobile): _____

Home Country Address: _____

Address (where we can contact you about your application): _____

If applying through an agent, please put the agent's name and details here:

Agent name: _____

Counsellor's name: _____

Agent address: _____

Agent email: _____

Agent phone: _____

Country in which you are submitting this application: _____

Citizenship: _____

Country of Birth: _____

Do you hold a current Australian visa? ☐ Yes ☐ No

If yes, please give category of visa: _____

Do you have a disability, psychological or medical condition which may affect your studies? ☐ Yes ☐ No (If yes, attach supporting documents)

Do you require Russo Business School to organise Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

If yes, please indicate: ☐ Single ☐ Dual ☐ Multi

English Language Proficiency

Is English the main language spoken in your home? ☐ Yes ☐ No If no, please indicate language: _____

Within the past two years, I have / or will have taken a (please tick appropriate box) ☐ Academic IELTS test ☐ TOEFL test ☐ Pearson (PTE Academic)

On: / / (dd/mm/yy)

Please attach original documentation

☐ I have undertaken studies (secondary/high school/university) for a minimum of two years in which the language of instruction was English.
Please attach documentary evidence.

Credit for Previous Study

Are you applying for credit for previous studies? ☐ Yes ☐ No

If yes, please attach the course syllabus for each of the subjects you wish to seek credit for. If your educational institution has an articulation agreement with Russo Business School, you are not required to submit.

Financial Sponsor

☐ I am being sponsored by the organisation whose details are attached. Attach official letter to application.

☐ Other (please specify)

☐ None

Educational Qualifications

Name of school or institution	Name of qualification or course	Years attended (Month/Year to Month/Year)	Course Completed (Yes/No)

Please attach certified copies of transcripts of all academic records. (A certified copy means a stamped photocopy signed by a public notary or institution representative or authorised Russo Business School agent as being a true and accurate record of the original document). All documents must be translated into English by the issuing institution or by an official translating service.

Declaration (all applicants must complete)

I declare that the information I have supplied in this application form is, to the best of my knowledge, complete and correct. I acknowledge that my application for admission is subject to acceptance by Russo Business School, which has power to impose conditions. I further acknowledge that in the event my application for admission as a student at Russo Business School is accepted, and in consideration of provision of educational resources by Russo Business School, I will be bound by the provisions of Russo Business School's relevant student handbooks, statutes, rules and policies as are in force from time to time, and will be subject to the lawful instructions of officers of Russo Business School.

SIMPLIFIED STUDENT VISA FRAMEWORK (SSVF)

I make this declaration in relation to my application for my preferred course/s at Russo Business School. I understand that Russo Business School will rely on this declaration in relation to any offer of enrolment in the course which is made to me.

I declare that:

- I am a Genuine Temporary Entrant and a Genuine Student*;
- Studying the course is my primary purpose for coming to Australia;
- I understand that if I am granted an Australian student visa, I am legally required to comply with the conditions associated with holding that visa;
- I believe that I am academically qualified for the course I have applied for and have, or will have, the English proficiency level required to commence the course;
- I have calculated the cost of my course, am aware of the current exchange rate between the currency of my home country and the Australian dollar and understand that the exchange rate will vary from time to time;
- I have genuine access to the total funds required, while in Australia, to cover all tuition fees, travel costs (including return airfare), living costs and overseas student health cover for myself and my dependants (if any) for the duration of the course; and
- If I have ever been refused a visa for entry into Australia, I have advised Russo Business School and provided a copy of the visa refusal notification from the Department of Immigration and Border Protection (DIBP) and any other relevant documentation.

* For the definition of Genuine Temporary Entrant and details of other requirements under SSVF visit: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant

PRIVACY

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 Signature:

Date: / / (dd/mm/yy)

Please send all completed forms to the following Russo Business School location, or to one of Russo Business School's approved agents, listed online at: rbs.qld.edu.au

Russo Business School Phone: 1300 727 310
349 Queen Street, Brisbane International: +61 400 367 051
QLD 4000, Australia Email: info@rbs.qld.edu.au

This application form can be downloaded from: rbs.qld.edu.au

Agents Stamp:



***We look forward
to welcoming you to
Russo Business School***

Informed by Sarina Russo

Sarina Russo
How to get that job!



For more
information,
scan here.

+61 400 367 051

Russo Business School
Sarina Russo Plaza
349 Queen Street
Brisbane Qld 4000

rbs.qld.edu.au

