

Russo Business School - 2025-2026 Prospectus

CRICOS Provider Code - 03441F TEQSA ID Number PRV14013

# WELCOME TO YOUR FUTURE

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Russo Business School 2025-2026 International Prospectus is published by Russo Business School, intended a general introduction to Russo Business School. All care has been taken to ensure information is correct at th time of publication (August 7, 2025 3:42 pm). Russo Business School reserves the right to alter any admission requirement or program included in this publication without prior notice.





### **Empowering You to Achieve Your Educational and Career Goals**

At Russo Business School (RBS), your ambitions and growth are at the heart of everything we do. We are an Institute of Higher Education, dedicated to empowering you as a student—not only through quality academic programs, but also by nurturing your unique strengths, interests, and aspirations. Our community is designed to support your journey, whether you're just starting out, changing direction, or advancing your career.

We recognise that every student's journey is unique. For those seeking an alternative pathway to university, we offer programs designed to personalise your journey and equip you with practical skills and hands-on experiences that bridge the gap between education and your future career.

With a strong connection to industry, a commitment to the effective use of technology platforms including generative AI and a curriculum tailored to real-world needs, we provide a supportive environment where you can build confidence, gain valuable qualifications, and open doors to further study or direct entry into the workforce.

RBS is part of the Sarina Russo Group which, for 46 years has delivered quality education, training and ongoing employment opportunities.



# RUSSO BUSINESS SCHOOL

Russo Business School (RBS) offers a clear pathway to university education, making it an ideal choice for students seeking both academic advancement, access to contemporary technology platforms and a supportive educational community.

The curriculum at RBS is available both on campus and online. It covers a range of subjects designed to equip you with practical and theoretical knowledge relevant to today's dynamic business world. Core units include business management, marketing, accounting, and communication. You will also have the opportunity to engage in projects and work experience that foster leadership, critical thinking, and digital literacy, ensuring a well-rounded educational experience.

Throughout your studies, you will engage with real-world business scenarios and case studies, allowing you to apply theoretical concepts to practical situations. Learning outcomes are carefully mapped to industry expectations: you will emerge with enhanced problem-solving skills, effective teamwork

and leadership abilities, and a mindset geared towards innovation. The academic structure also emphasises ethical decision-making, adaptability, and professional communication—qualities essential for success in any business environment.

The learning and teaching environment is designed to enhance your student journey, with access to an array of services and amenities. You will enjoy smaller class sizes, which foster meaningful connections with lecturers and ensure personalised academic support. This nurturing atmosphere not only facilitates academic excellence but also prepares you to be highly valued by employers and ready to embark on your professional career.

Through innovative courses and a focus on use of current technologies including Al platforms, RBS equips you with the mindset, skills, and opportunities to thrive. By choosing Russo Business School, you're stepping into a world of accessible pathways and clear learning outcomes that empower you.

I had completed a Certificate IV in Entrepreneurship and New Business with Sarina Russo Institute as a way to dip my toe into the Australian 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 lecturers 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 the Sarina Russo Group

Our programs have been informed by the experience and values of the most celebrated business leaders in Australia. Sarina Russo AM continues to inspire students having established the Group 46 years ago.



#### Pracademic faculty

Our faculty of experienced lecturers are selected because they are qualified both practically and academically in their specialist fields.



#### Applied business acumen

We have a curriculum focused on building foundation skills, knowledge and applying the business acumen required to succeed in a globalised world.



#### Multiple university articulation

Our articulation agreements with some of Australia's best universities allow you to transition directly into bachelor's degree with up to one year of credit.

# **Meet Our Team**

#### **Directors**



**Prof James Jackson**Chair of the Board



**Prof Elizabeth Deane**Director and Chair of
Academic Board



**Paul Greenfield AO** *Executive Dean* 



**Colin Buckley** Director and Company Secretary

#### **Leadership Team**



**Kathleen Newcombe** Chief Executive Officer



**Geoff Wessling**Dean of Studies



**Michael Pennisi** Chief Operations Officer



**Quentin Underhill**Operations and
Standards Manager



#### **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.

#### **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**

- 1. brisbane.qld.gov.au
- 2. visitbrisbane.com.au
- 3. queensland.com
- 4. adventuresaroundbrisbane.com.au
- 5. my247.com.au/brisbane
- 6. studybrisbane.com.au
- 7. insiderguides.com.au

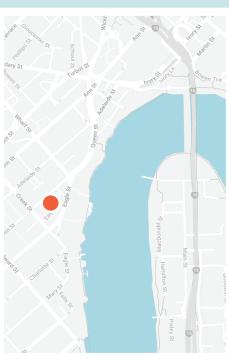
GENERAL INI	FORMATION
Population	Over 2.8 million people
Climate	Subtropical
Language	English
Time Zone	GMT/UTC + 10 hours
Currency	Australian Dollar (\$AU)
Transport	Bus, train and ferry services are available within a short walking distance of the campus.
Medical	There are hospitals, medical clinics, 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.









# DIPLOMA OF BUSINESS

#### **Overview**

The Diploma of Business is a uniquely positioned, TEQSA accredited, 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 their 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 you 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.

Please note: The length of breaks may vary. Study period dates are published on the Annual Academic Calendar (see "Academic Calendar" on page 16).

### **Delivery Format**

#### A flexible approach to learning

Recognising that students have complex lives, the course has been designed to offer a high degree of flexibility.

# 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.
- Domestic students can choose to study online, face-to-face or a mixture of both.

#### Online only

• Complete the course 100% online at home if this is the best fit for your circumstances.

#### Flexible study patterns

- Subjects are taught and assessed over a 12-week period to provide opportunities for multiple entry and exit points.
- There are 3 trimesters per year, allowing you to fast-track your study and complete in 10-12 months.

#### Work-life balance

 You are generally only required to attend classes over three days per week which provides the flexibility to manage work and personal commitments.

# DIPLOMA OF BUSINESS

### **Professional Skills for Business**

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

Focuses on preparing you to contribute effectively in a business environment while also developing the vital academic skills needed to succeed in university-level study. You will develop essential skills in professional business communication - both spoken and written, in-person and electronic - alongside leadership, teamwork, problem-solving, digital literacy, initiative, and enterprise. These are among the most sought-after attributes by employers and will equip you to work effectively in a modern business environment.

# 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.









### 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.

### 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 how to 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.



# Your Academic Pathway into a Degree

RBS is colocated with James Cook University (JCU) Brisbane and after completing the Diploma of Business you can choose to continue through to the second year of a Bachelor of Business, Bachelor of Tourism, Hospitality and Events, and Bachelor of Information Technology.

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.



Brisbane

JCU Brisbane offers both undergraduate and postgraduate degrees.

### **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

### **Postgraduate**

Master of Education / Master of Business Administration Master of Business Administration

#### **Master of Professional Accounting**

· Master of Business Administration

Master of Information Technology - Major in Business Informatics

Master of Information Technology - Majors in 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

### Year 12, VET or Work Experience

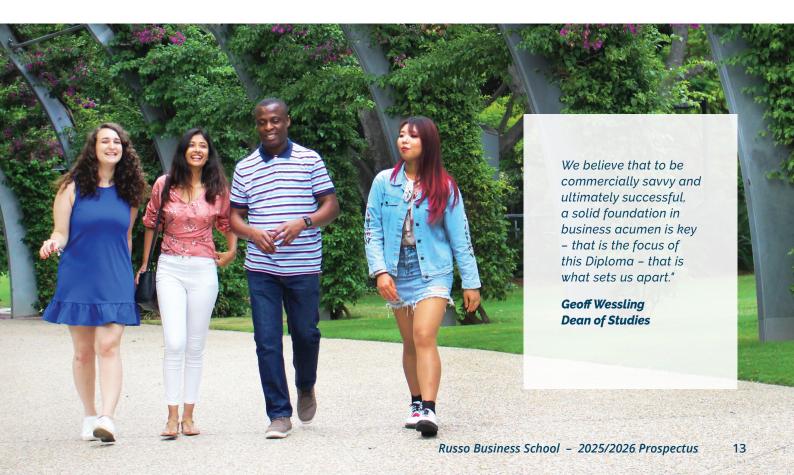
Russo Business School Diploma of Business Bachelor of Business - Year 1

## **Employment**

Paraprofessional opportunities in business-orientated fileds such as marketing, management, human resources, or self-employment.

# Bachelor of Business - Year 2

James Cook University and Griffith University - formal articulation agreement in place Other universities by application



# **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:**

By 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 is located 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 or work experience 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 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 2025**



We	eek	June 2025							
		М	Т	W	Т	F	S	S	
2	С							1	
3	С	2	3	4	5	6	7	8	
4	С	9	10	11	12	13	14	15	
5	С	16	17	18	19	20	21	22	
	S	23	24	25	26	27	28	29	
	S	30							

We	ek			J	uly 202	5		
		M T W T				F	S	S
	S		1	2	3	4	5	6
6	С	7	8	9	10	11	12	13
7	С	14	15	16	17	18	19	20
8	С	21	22	23	24	25	26	27
9	С	28	29	30	31			

11	Study Week
18	Exam Week
13	EKKA Show Holiday

We	Week August 2025										
		М	M T W T F S S								
9	С					1	2	3			
10	С	4	5	6	7	8	9	10			
11	SW	11	12	13	14	15					
	Е	18	19	20	21	22	23	24			
		25	26	27	28	29	30	31			

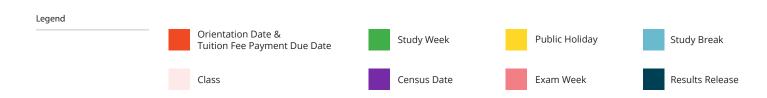
We	eek	September 2025							
		М	Т	W	Т	F	S	S	
		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	
1	С	15	16	17	18	19	20	21	
2	С	22	23	24	25	26	27	28	
3	С	29	30						

	Study Period 2 Results Release
12	Orientation (new students only) Tuition Fee Payment Date
15	Trimester 3 2025 Start Date

	l	Week		Week October 2025						
6	King's Birthday			М	Т	W	т	F	S	S
9	Census Date	3	С		-	1	2	3	4	5
20	Study Break	4	С	6	7	8	9	10	11	12
		5	С	13	14	15	16	17	18	19
			S	20	21	22	23	24	25	26
		6	С	27	28	20	30	31		

We	ek	November 2025								
		М	M T W T F							
6	С						1	2		
7	С	3	4	5	6	7	8	9		
8	С	10	11	12	13	14	15	16		
9	С	17	18	19	20	21	22	23		
10	С	24	25	26	27	28	29	30		

		We	eek			Dece	mber 2	2025		
	l			М	Т	W	Т	F	S	S
1	Study Week	11	SW	1	2	3	4	5	6	7
8	Exam Week		Е	8	9	10	11	12	13	14
23	Study Period 3 Results Release			15	16	17	18	19	20	21
25	Christmas Day			22	23	24	25	26	27	28
26	Boxing Day			29	30	31				



To download and view the 2025/2026 Academic calendar, visit https://www.rbs.qld.edu.au/how-to-apply

The information is correct at the time of publication (July 2025).
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.

### **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 the 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 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 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 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 Language Requirements**

Students whose native language is not English must demonstrate proficiency by achieving a minimum score in an approved 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 countries identified by the Department of Home Affairs (DHA) as requiring additional evidence may need to provide proof of achieving a specified score in an approved English language test, or demonstrate eligibility under an exemption category at the time of their visa application.

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

<b>Entry Requirements</b>	;
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



# IMPORTANT INFORMATION

# **Australian Visa Information**

#### **Streamlined visa processing**

The Department of Home Affairs (DHA) 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 the DHA's health and character requirements, and DHA 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 48 hours per fortnight during teaching periods and without restriction during 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: internationaleducation.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. 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 on our website.

#### **Mode of delivery**

Subjects are scheduled throughout the study periods. If you are an international student on student visa, you must attend each study period and enrol in a minimum of 2 subjects per study period.





#### 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
- 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?						
☐ September 2025 ☐ January 2026 ☐ May 2026 ☐ September 2026						
Personal Details						
Family Name:	Title:					
Given Names:	Gender: ☐ Male ☐ Female ☐ Other					
Email Address:	Date of Birth: / / (dd/mm/yyyy)					
Phone (home):	Phone (mobile):					
Home Country Address:						
Postal Address (if different from Home Address):						
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 documents)	may affect your studies? 🗆 Yes 🗀 No (If yes, attach supporting					
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 yearticulation agreement with Russo Business School, you are not re	•					
Study Options						
How do you intend to study? 🗆 Full-time 🗆 Part-time 🗆 Online						
Fee Type						
☐ I am being sponsored by the organisation whose details are attached. Attach official letter to application.☐ Tuition Fee Paying ☐ FEE-HELP						

rbs.qid.edu.au CRICOS Provider Code: 03441F | TEQSA Provider Code: PRV14013



#### **Domestic Application Form**

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.

<b>Educational Qualifications</b>	Educati	ional	<b>Ouali</b>	ficati	ions
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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)



# International Application Form

Preferred Course	
Course Name:	
When would you like to start your studies?	
☐ September 2025 ☐ January 2026 ☐ May 2026 ☐ September 2026	
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 detain	
Agent name:	Counsellor's name:
Agent address:	
Agent email:	Agent phone:
Country in which you are submitting this application:	Agent priorie.
	ntry of Birth:
<del>-</del>	s, please give category of visa:
	ray affect your studies?   Yes   No (If yes, attach supporting documents)
Do you require Russo Business School to organise Overseas Student	
If yes, please indicate: Single Dual Multi	
_ ,, , , , , , , , , , , , , , , , , ,	
English Language Proficiency	
Is English the main language spoken in your home? Tes No If no	
	propriate box)
On: / / (dd/mm/yy)	Please attach original documentation
Please attach documentary evidence.	a minimum of two years in which the language of instruction was English.
Credit for Previous Study	
Are you applying for credit for previous studies?   Yes  No	
Ifyes, please attach the course syllabus for each of the subject syouwish with Russo Business School, you are not required to submit.	ntoseekcreditfor. If you reducational institution has an articulation agreement
Financial Sponsor	
☐ I am being sponsored by the organisation whose details are attac	hed. Attach official letter to application.

rbs.qid.edu.au CRICOS Provider Code: 03441F | TEQSA Provider Code: PRV14013



# International Application Form

☐ Other (please specify)		□ None				
Educational Qualifications	I		1	I		
Name of school or institution	Nar	πe of qualification or course	Years attended (month/year to	Course Completed		
,			month/year)	(Yes/No)		
Please attach certified copies of transcripts of all academic reco representativeorauthorisedRussoBusinessSchoolagent English by the issuing institution or by an official trai	asbeing atruean	daccuraterecordoftheoriginaldocument)				
Declaration (all applicants must com	plete)					
I declare that the information I have supplied in this application for admission is subject to accept ance by Revent my application for admission as a student at Rus Russo Business School, I will be bound by the provision force from time to time, and will be subject to the last	ussoBusinessS ssoBusinessScl s ofRussoBusir	chool, which has power to impose condit nool is accepted, and in consideration of ress School's relevant student handbook	ions. Ifurther acknowle provision of education	edge that in the al resources by		
SIMPLIFIED STUDENT VISA FRAMEWORK (SSVF)						
I makethisdeclaration in relation to my application for ron this declaration in relation to any offer of enrolm			andthatRussoBusines:	sSchoolwillrely		
I declare that:						
<ul> <li>I am a Genuine Temporary Entrant and a Genuine</li> <li>Studying the course is my primary purpose for con</li> </ul>		a.				
I understand that if I am granted an Australian stud	-		ions associated with ho	lding that visa;		
<ul> <li>Ibelieve that I am academically qualified for the courther course;</li> </ul>	rsel have applie	d for and have, or will have, the English p	roficiencylevelrequire	dtocommence		
<ul> <li>I have calculated the cost of my course, am aware of</li> </ul>	the current excl	nange rate between the currency of my h	ome country and the A	ustralian dollar		
and understand that the exchange rate will vary fr • Thave genuine access to the total funds required, where the state of			luding return sirfere)	living eacts and		
overseas student health cover for myself and my d			idanigretarri arriare),	iiving costs 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.						
the Department of Miningration and Border Protec	cron (DIBF) and	any other relevant documentation.				
*Forthedefinition of Genuine Temporary Entrantand detai student-500/genuine-temporary-entrant	lsofotherrequire	ementsunder\$\$VFvisit:immi.homeaffairs.	gov.au/visas/getting-a-v	isa/visa-listing/		
PRIVACY						
Personal information supplied on this form will be had l acknowledge that this information may be provided:			e e e	-		
purposes (under the ESOS Act 2000 and the National Co						
School's educational representatives and business partners; Australian Commonwealth and State agencies; other academic institutions to verify my previous qualifications; the TPS Director of the Tuition Protection Service; and my OSHC provider.						
🐸 Signature:		man deliteration	t3			
PleasesendallcompletedformstothefollowingRussoB	usinessSchool	Date: / / (dd/mm. Agents Stamp:	/уу)			
location, or to one of Russo Business School's approve						
Online at: rbs.qld.edu.au  Bussa Business School Bhane: 1200 777 2	10					
Russo Business School Phone: 1300 727 3' 349 Queen Street, Brisbane International: +61						
QLD 4000, Australia Email: info@rbs.ql	d.edu.au					

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





