



**Southbank**  
Institute of Technology  
Education for aspiring minds

# Support for Students



CPIIOS Provider No. 03020E



**Queensland Government**



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Information and courses contained within this booklet are correct at time of printing and are subject to change at any time without notice. For up to date information call 13 72 48.

# Welcome to Southbank Institute of Technology

## From the Institute Director and CEO

One of the smartest investments you can make is an investment in yourself. Southbank Institute of Technology provides you with the opportunity to get a great return on your investment in developing your skills and talents.

By studying here at Southbank Institute you will improve your competitiveness in the job market and be in a better position to get the job of your dreams.

Our Institute is Queensland's leading public provider of Vocational education and training and has new world-class facilities.

We also deliver a range of professional qualifications designed to help you increase your skills to succeed.

Queensland's economy needs more associate professionals and there is a broad range of exciting jobs for our graduates.

Our courses cover industries from engineering through to health sciences. Whatever your dream job, we can help you achieve your study and career goals.

So take the challenge and invest in yourself, develop your skills and make yourself more attractive to employers, by completing a course at Southbank Institute of Technology.

I trust you will make the most of your Southbank experience and enjoy learning in an environment featuring world-class facilities right in the heart of Brisbane.

Yours sincerely,

**Robyn Tyler**



*"Southbank Institute of Technology provides the training to help you succeed."*



### *Did you know?*

*In addition to the range of scholarships offered by Southbank Institute, there are also opportunities to apply for a broad range of scholarships offered through external government agencies, community organisations, and private sponsors.*

## Support when you need it

At Southbank Institute, there are a wide range of support services available to students and include:

- Scholarships and bursaries
- Career counselling
- AccessAbility services
- Library
- Internet access
- Student employment
- International student support
- Indigenous Australian student support.

All students, including part-time, full-time and short course learners are invited to use our support services.

This booklet contains information on a range of support options provided by Southbank Institute to assist you in your study needs.

### Want more information?

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<b>Visit</b>	Student Services Centre, C Block (Level 1), 66 Ernest Street, Southbank Campus
<b>Phone</b>	13 72 48
<b>Email</b>	<a href="mailto:studentsupport.services@southbank.edu.au">studentsupport.services@southbank.edu.au</a>

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## Scholarships and Bursary Program

We currently offer a selection of Institute-wide scholarships aimed to support both new and continuing domestic students. All of our scholarships are offered once a year, at the beginning of each academic year. Scholarships on offer include:

### Study Support Scholarship

Up to four (4) Study Support Scholarships are on offer to continuing (current) students must demonstrate a high academic record in their current course, identify as low income or are from a background of educational disadvantage.

Applicants must be a continuing (current) student, enrolled and studying towards a Southbank Institute Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma. Applicant must have already completed at least one semester of their course.

### Director's Academic Scholarship

Up to four (4) Director's Academic Scholarships will be awarded to highly motivated, commencing (new) students who must demonstrate a strong background of high academic achievement. Applicants must have been offered a place in a Southbank Institute Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma to be eligible.

### Equity Scholarship

Up to four (4) Equity Scholarships are available to highly motivated, commencing (new) students who must demonstrate a history of academic achievement, identify as low income or are from a background of educational disadvantage. Applicants must have been offered a place in a Southbank Institute Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma to be eligible.

### Want more information?

We can send you an application pack containing all the information you need regarding eligibility, selection criteria, the application process and closing dates.

To find out how:

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<b>Phone</b>	13 72 48
<b>Location</b>	Student Services Centre, C Block (level 1)
<b>Visit</b>	<a href="http://www.southbank.edu.au/scholarships">www.southbank.edu.au/scholarships</a>

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The scholarship process is very competitive and not all applicants who meet the eligibility criteria can be awarded a scholarship. All applicants will be notified within four weeks of the application close date, with the outcome of their application. Therefore, if you apply for a scholarship, we suggest that you do not enrol until you have received notification of the outcome of your scholarship application.





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## AccessAbility services

Southbank Institute of Technology's AccessAbility Support Services provides assistance to you if you identify as having a disability or medical condition which affects your ability to study. The service provides the support you need to participate and succeed in your study on equal terms with other students based on the principles of reasonable adjustment. AccessAbility Support Services offers a range of assistive and adaptive technologies, as well as human resources that can assist you in achieving success in your studies. You are encouraged to arrange a confidential consultation with the AccessAbility Support Services Officer to determine your individual support needs. The service is available to provide you with ongoing consultation and assistance throughout your studies.

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<b>Location</b>	Student Services Centre, C Block (level 1)
<b>Visit</b>	<a href="http://www.southbank.edu.au/site/students/services/disability/index.asp">www.southbank.edu.au/site/students/services/disability/index.asp</a>

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## Library

Our library provides access to everything you need for your studies:

- course-related texts in print and electronic formats, journals, videos and DVDs
- Internet access to databases on most topics with links to full text versions of newspapers, journal articles, books etc
- we also support you through online services
- email, telephone or SMS a librarian for assistance with resources for assignments
- chat online with a librarian, in real time, during library hours
- computer access is available to students within the library to assist with their study needs and requirements.

## Literacy and learning centre

Students can improve their reading, writing, spelling, basic maths and study skills at our Literacy and Learning Centre so they can make the most of their experience.

The centre can help students:

- improve their skills to get a job, perform better in their current job, seek a promotion or go on to further study
- complete their studies by providing learning support
- overcome learning difficulties.

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<b>Location</b>	F Block (level 1)
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## Internet access

Some courses may require access to the Internet. At Southbank Institute you can:

- log in to computers in classrooms and the library
- access up to 600 megabytes (MB) or internet data per semester (an additional 100MB will cost you \$25)
- monitor your Internet quota usage.

While on the Internet you can:

- check/update your personal details
- view your academic record
- view your payment receipt list
- enrol in selected courses.

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<b>Visit</b>	<a href="http://www.southbank.edu.au/site/students">www.southbank.edu.au/site/students</a> and follow the links to Student Self Service
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## Wireless Internet

Southbank Institute of Technology has established a wireless internet network that provides access for students to the internet and the education network using personal devices and some mobile devices. Connectivity is only for Southbank Institute students and a Southbank Institute student account is required.

## Career counselling

We can help you with:

- career direction and course selection
- mediation and advocacy
- financial hardship issues
- personal issues that are impacting on your studies
- cross-cultural issues
- special needs and support options
- admission requirements, articulation
- issues and QTAC applications and procedures
- tips on how to manage your studies more effectively.

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<b>Location</b>	Student Services Centre, C Block (level 1)
<b>Phone</b>	07 3244 5095 for a confidential appointment

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## Student employment

Southbank Institute offers a free online employment service (CareerHub) designed to allow students to easily search for work that best suits their needs. CareerHub connects students with leading local, national and international employers. Employers appreciate the high standard of qualifications offered at Southbank Institute of Technology. Consequently, they come directly to us to advertise their vacant positions. Current students and recent graduates are also able to create their own user profile, amend, manipulate and personalise their resume in CareerHub and email it directly to potential employers. Students can register online for educational workshops and search for industry-specific information. They can also access many employment and study resources.

For more information on using this unique service:

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<b>Location</b>	Student Services Centre, C Block (level 1)
<b>Email</b>	student.employment@southbank.edu.au
<b>Visit</b>	www.southbank.edu.au and click on the CareerHub quick link.

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## Indigenous Australian student support

The faculty and staff are committed to addressing the learning needs of Aboriginal and Torres Strait Islanders.

We can assist you with:

- accommodation and advice on welfare and other support issues, including course selection, career options, employment opportunities and Abstudy financial assistance
- enrolment processes
- liaison with government departments
- strategies for researching and preparing assignments
- personal and family concerns.

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**Location** Student Services Centre, C Block (ground floor)

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## Student Administration and Services

Student Administration and Services provides an integrated delivery of services to enhance both the quality and scope of services available to existing and prospective students, staff and clients of Southbank Institute.

Student Administration and Services provides assistance to students as follows:

- course enquiries
- changing personal details
- enrolment
- student ID cards
- payments.

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**Location** Student Services Centre, C Block (level 1)  
**Hours** Monday, Tuesday and Thursday - 8.30am to 5.00pm  
Wednesday - 9.30am to 5.00pm  
Friday - 8.30am to 5.00pm

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## International Student Support

International Student Support (ISS) can help you settle into Australia and your studies at Southbank Institute. ISS can assist you or provide referrals for the following:

- living in Brisbane
- accommodation, transport and banking
- cultural adjustment and homesickness
- community support and multi-cultural services
- Overseas Student Health Cover (OSHC)
- working while on a student visa and employment.

Our International Student Support Officer and International team are dedicated to supporting you for the duration of your studies at Southbank Institute, and after you leave through our Alumni Association.

We can assist you with accommodation that suits your needs and lifestyle. There are a wide-range of accommodation options for international students living in Brisbane. Urbanest is a brand new premium student accommodation located next door to our campus, giving Australian and International students the opportunity to live close to campus while studying.

We also provide advice and assistance with personal matters such as establishing a bank account, accessing health services and welfare support.

Each semester we conduct an orientation so that you can become familiar with the facilities and services on campus. We also organise day trips and activities to places around Brisbane to help make your stay in Australia enjoyable, and we can put you in touch with organisations if you are interested in specific activities.

For more information:

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**Location** Student Services Centre, C Block (level 1)  
**Visit** www.sbi.net.au

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*At Southbank Institute of  
Technology, we will help you  
to settle in and adjust to  
life in Brisbane.*



## Centrelink study allowances

Many Southbank Institute courses are approved for study by Centrelink. Students enrolled in these courses may be eligible to receive a Centrelink allowance such as Austudy, Abstudy or Youth Allowance, provided they meet Centrelink's criteria. For more information, contact your nearest Centrelink office.

Centrelink performs regular checks on work/study performance. If you don't meet the requirements while you are receiving a Centrelink allowance (such as attendance or performance obligations), you may have to repay all the allowances you received for that period.

## Concessions

All government-funded courses make concessions available to eligible students. You must have a valid concession card such as a Centrelink Pension, Healthcare or DVA at the time of enrolment.

If you are claiming an under 17 concession you must provide evidence of this concession to the Student Service Centre within five working days of your enrolment, otherwise you will be required to pay the full fees for your course.

For more information:

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**Visit** [www.southbank.edu.au/howtoenrol](http://www.southbank.edu.au/howtoenrol)  
**Phone** Centrelink 13 24 90

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## Payment plans\*

If you are experiencing financial difficulty you can apply for a payment plan through the Student Service Centre.

You are required to finalise your payment plan application before classes commence. Failure to make arrangements in sufficient time will result in you paying full fees at the time of enrolment. Contact the Student Service Centre, prior to classes commencing, on the telephone number below to book an interview.

When you attend your interview you will need to bring your enrolment pack, and an application form. If you are under 18 a guarantor must be present at your interview. If your application is approved you will need to pay a deposit at the time of enrolment (20% of your fees or \$75, whichever is greater).

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**Visit** [www.southbank.edu.au/howtoenrol](http://www.southbank.edu.au/howtoenrol)  
**Phone** Centrelink 13 72 48

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## FEE-HELP\*\*

At Southbank Institute eligible students can defer all or part of their tuition fees (excludes incidental fees) through the Commonwealth Government's loan scheme, FEE-HELP. FEE-HELP is an interest free Commonwealth loan that is repaid once students meet an income threshold of \$43,150. FEE-HELP is only available to Australian citizens or holder's of permanent humanitarian visas studying Higher Education courses such as the Associate Degree in Civil Engineering. Deferred fees incur a loan fee and are indexed according to the Consumer Price Index (CPI).

### For further information

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**Visit** [southbank.edu.au/feehelp](http://southbank.edu.au/feehelp)

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## VET FEE-HELP

VET FEE-HELP can assist your son or daughter undertaking certain Vocational Education and Training (VET) courses at Southbank Institute to pay for all or part of their tuition costs (excludes incidental fees). VET FEE-HELP is an Australian Government initiative and an extension of FEE-HELP, as part of the Higher Education Loan Program (HELP). Students repay the loan to the Australian Government through the tax system once a student reaches the minimum income threshold level for repayment.



Check us out on **facebook**/SBITBrisbane



Follow us on **Twitter** @SBITBrisbane

\* Payment plans are only available to students studying government funded courses. Eligibility criteria applies.

\*\* As at June 2011 FEE-HELP is only available for the Associate Degree in Civil Engineering.

# Enrol in four easy steps

## 1. Select the course you want to study



## 2. Contact Student Administration

Phone 13 72 48 for the most recent up-to-the-minute information or go to our website [southbank.edu.au](http://southbank.edu.au)



## 3. Apply to QTAC or Southbank Institute of Technology

Apply to QTAC (Queensland Tertiary Admissions Centre) or to Southbank Institute of Technology, depending on the course you choose (the courses listed in our careers booklets will let you know whether or not a QTAC application is required).



## 4. Secure your enrolment

Pay your fees before the course commences to secure your enrolment. Limited places are available in most courses.

For further information about how to enrol:  
Visit [southbank.edu.au/howtoenrol](http://southbank.edu.au/howtoenrol) or call 13 72 48.



Don't forget to 'like' our Facebook page and follow what's happening on Twitter!

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of Technology**

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