

Letter of Offer **EXPLAINED**





CONTENTS

Understanding your offer: key terms

1 *Program details and conditions of offer*

- Certified copies
- Credit awarded
- Program commencement date
- Conditions of offer
- CRICOS Code
- Griffith University compulsory orientation date
- Program
- Teaching period

2 *Tuition and other fees*

- Overseas Student Health Cover (OSHC)
- Telegraphic transfer

3 *Griffith University acceptance of offer*

4 *Griffith University conditions of acceptance*

- Genuine Temporary Entrant and Genuine Student
- Department of Home Affairs (HA)

5 *ESOS Act and the National Code of Practice*

6 *Griffith English Language Institute (GELI)*

- GELI compulsory orientation date
- GELI Placement Test
- GELI timetable
- GELI study periods and Tuition Protection Service (TPS) payment

How to accept your Griffith University offer

What happens next?



UNDERSTANDING YOUR OFFER: KEY TERMS

The following is a glossary of key terms from each section of your Letter of Offer. If you are unsure of a term in your Letter of Offer and you cannot find it on this page, please ask your agent, US provider or the Griffith Admissions Office.

1 Program details and conditions of offer

Certified copies

A certified copy of a document is one that has been signed and stamped by a Justice of the Peace or other public notary, e.g. lawyer, policeman, solicitor or embassy official. The public notary must sight the original document before he or she can certify the copy.

Credit awarded*

Please refer to the specific program entry for credit and articulation information regarding your intended program of enrolment. If you have received credit, it will be noted on your Letter of Offer and/or you will be sent a Notification of Credit, emailed either to you personally or to your agent. To receive this credit, you must meet all requirements for admission to your degree including successful completion of all courses/subjects upon which this credit is based.

Please note that acceptance of advanced standing or credit transfer may reduce the duration of your studies, which may have an impact on your eligibility to apply for a Temporary Graduate Post-Study Work visa upon successful completion of your program of study.

*This applies to full degree applicants only.

Program commencement date

The Monday of the week in which your program begins.

Conditions of offer

A 'condition of offer' refers to either the documentation you must provide or further study you need to complete to be admitted into your Griffith University program. You must meet all conditions of offer before you are accepted into your program.

CRICOS Code

The CRICOS code indicates that the program has been approved for international students by the Department of Education and Training.

Griffith University compulsory orientation date

Orientation is an important part of starting your Griffith degree and is compulsory for international students. Information about orientation can be found at www.griffith.edu.au/orientation. This webpage provides important information all year round and is updated as we come closer to commencement of each teaching period.

For Griffith English Language Institute (GELI) orientation information, please refer to section 6 below.

Program

A program, also referred to as a degree (excluding GELI ELICOS and Inbound Mobility programs), is an approved course of study leading to a university award. A student is admitted to a program, and on successful completion of all program requirements is awarded a degree, diploma or certificate.

Teaching periods

From 2017, Griffith University degrees will run over three 12-week teaching periods per year, called trimesters. Only Trimesters 1 and 2 are compulsory so, if you begin your degree in Trimester 3, you must enrol in Trimester 1 and 2 in the following year. However, if you begin in Trimester 1 or 2, it is not compulsory to enrol in Trimester 3.

2 Tuition and other fees

Overseas Student Health Cover (OSHC)

Griffith University's preferred provider of OSHC for student visa holders is Allianz Global Assistance. Griffith University will organise OSHC for the duration of **your** student visa. Payment will be charged by the University in your initial Total Deposit Fees (as per your Letter of Offer). If you have alternative OSHC for the duration of your student visa, please provide evidence with your acceptance. Find out more about [OSHC](#).

Telegraphic transfer

Telegraphic transfers are electronic payments of cleared funds that are credited directly to a nominated bank account.

3 Griffith University acceptance of offer

When accepting your offer, you will be asked to confirm where you will be applying for your student visa – onshore in Australia or offshore. You will also be asked to indicate a pending date of arrival to Australia. Please make a selection when accepting your offer.

4 Griffith University conditions of acceptance

Genuine Temporary Entrant and Genuine Student

You are a Genuine Temporary Entrant and Genuine Student if:

- your primary purpose for coming to Australia on a student visa is to study,
- you have the required English proficiency,
- you accept responsibility for obtaining your student visa and adhering to the conditions on your visa,
- you have genuine access to sufficient funds to cover your tuition costs, OSHC, return airfares and living expenses for yourself and any dependents for the duration of your studies.

Please note: meeting the above criteria does not mean you will automatically be granted a student visa. The Department of Home Affairs (HA) may still refuse your visa application if they are not satisfied that you are a Genuine Student or if you do not meet other requirements such as those relating to your health, finances and character. More information is on the [HA website](#).

To ensure your student visa application is processed, you must submit a complete application. Visa processing times may vary so please ensure that your visa application is submitted as soon as you receive your Confirmation of Enrolment.

Department of Home Affairs

The [Department of Home Affairs \(HA\)](#) is responsible for immigration and customs border policy.

5 ESOS Act and the National Code of Practice

The ESOS Act sets out the legal framework governing delivery of education to international students studying in Australia on a student visa. Information about your international student rights can be found on the [ESOS website](#)

6 Griffith English Language Institute (GELI)

If you are completing a GELI program (English Language) either as an individual program or prior to your degree, please read the additional important information below.

GELI compulsory orientation date

GELI orientation is compulsory. After orientation you will be put in a class based on the results of your Placement Test or the English language proficiency test results you provided.

GELI Placement Test

Upon arrival at GELI, if you have not submitted acceptable English language proficiency test results, you will be required to sit the GELI Placement Test. This test enables GELI to put you in the class best suited to your level of English.

GELI timetable

English language students are required to attend the scheduled 20 contact hours per week from Monday to Friday, either from 8.15am to 12.45pm or 1pm to 5.30pm, depending on your allocated class. You cannot choose your class time, however GELI will take individual special circumstances into account.

Sample class timetable:

English Language Program	Monday – Friday
8.15 – 10.15am or 1.00 – 3.00pm	Core classes
10.15 – 10.45am or 3.00 – 3.30pm	Break
10.45am – 12.45pm or 3.30 – 5.30pm	Core classes

GELI study periods and Tuition Protection Service (TPS) payment

An English Language Intensive Course for Overseas Students (ELICOS) study period is 5 weeks duration. The number of study periods required will vary depending on the type of ELICOS program you are studying. For more information see griffith.edu.au/geli.

You are not required to pay more than 26 weeks tuition fees before you commence your initial program of study, but you may pay the full tuition fees. If the program of study has more than one study period, you will not be required pre-pay more than 50% of the total tuition fees. The balance of tuition fees for the second study period and due date for payment are shown on your Letter of Offer.



HOW TO ACCEPT YOUR GRIFFITH UNIVERSITY OFFER

1. Before you accept your offer be sure to read:

- Each section of the Letter of Offer,
- [Important information about bringing your family](#) (if applicable),
- [Important information about commencing at Griffith University if you are under 18 years of age](#),
- Important [Griffith University policy information](#) about ways in which your enrolment may be deferred, suspended or cancelled, including: [non-payment of fees](#), [academic misconduct](#), [general misconduct](#), and if you have [requested a transfer to another university](#),
- [Cost of studying in Australia](#) to ensure you have sufficient funds to cover your living and tuition expenses for the duration of your study.

If there is anything you do not understand fully, please contact your agent, US provider or the Griffith Admissions Office.

2. Return evidence of meeting any conditions of offer (detailed above)

If you have applied for an English language and full degree package, your degree Confirmation of Enrolment will be conditional upon providing evidence of meeting the English language proficiency requirement for your degree.

3. Accept your offer and pay applicable fees

If you applied through an agent or US provider, they will notify you of the steps you need to take to accept your Letter of Offer and pay applicable fees.

If you applied directly to the Griffith Admissions Office, please login to the [International Online Application System](#). Under the 'My Applications' tab, select the 'Respond to Offer' action and follow the prompts to accept your offer and pay applicable fees. You can pay online via credit card or telegraphic transfer.



WHAT HAPPENS NEXT?

Once you have accepted your offer, Griffith University will issue you with:

- a Confirmation of Enrolment (CoE) so you can apply for your student visa
- information about preparing to travel to Australia, airport pick up, accommodation, orientation and Australian culture.

You can also find information about these topics on Griffith's [Plan your move to Australia](#) page.

We also recommend following us on social media to stay up-to-date with all our latest news:



twitter.com/Griffith_Intl



facebook.com/GriffithInternationalStudents



facebook.com/Griffith-English (for GELI students)



instagram.com/griffithinternational



griffith.edu.au/explore-blog