



CAMBERWELL
COLLEGE

STUDENT HANDBOOK

www.camberwellcollege.com.au
Level 1, 318 King Street, Melbourne 3000



WELCOME TO CAMBERWELL COLLEGE!

Our teaching philosophy comes from a solid language awareness background. We believe that students should take advantage of every single minute spent in class and that is why we encourage punctuality and attendance. Every day you will have a clear plan of the learning outcomes that will be achieved in class.

We fully support an interactive and dynamic teaching approach and we will offer you multiple inputs to bring the language alive and recreate real-life situations.

OUR STAFF

CEO

Sun Jae Kim

Campus Manager

Annie Kwon

Administration Manager

Yeseul (Henna) Paek

Marketing Manager

Sun Jae Kim

Director of Studies

Vidya Roopesh

Compliance

Annie Kwon

Student Services

Beatrice Mel

Teacher

Elena Claydon

Teacher

Sam Marshall

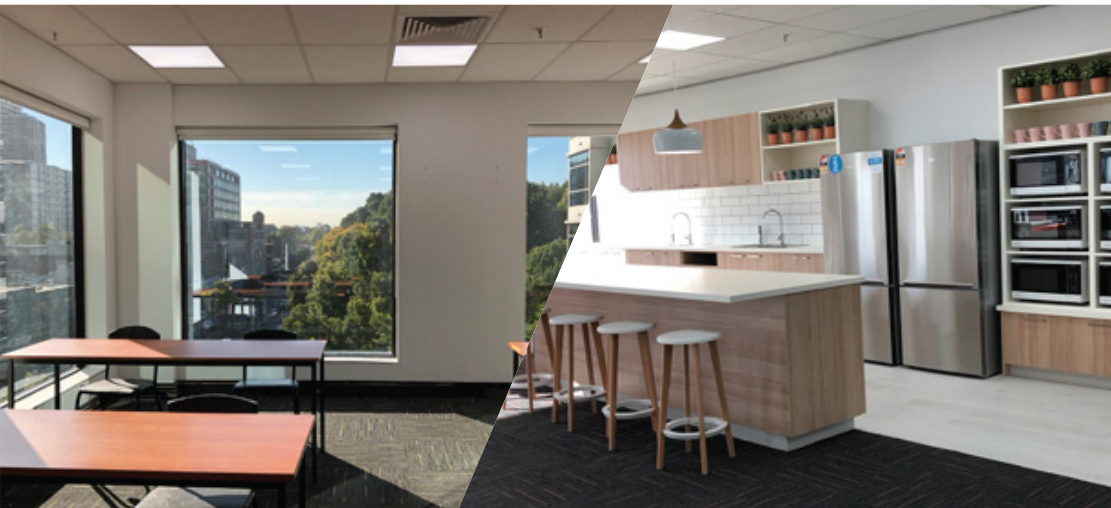
Teacher

Timothy Dickinson

STUDENT INFORMATION

OUR CAMPUS

We are strategically located in the heart of the Melbourne CBD and is surrounded by shops, restaurants, and parks that are commonplace to study for the students of Melbourne's universities. Some places close to the campus that are definitely worth a visit are the State Library, the Immigration Museum, the Melbourne Zoo, the Royal Botanic Gardens, and the Queen Victoria Market. The campus is easily reachable by trams and trains with some of the major train stations within walking distance.



FACILITIES & RESOURCES



7 classrooms



Computer lab



Student lounge



Kitchen



Student library



Foosball



Free wifi



Multi charging station

WHAT WE OFFER

Camberwell College offers a variety of English language courses and services to help you with your further studies in Australia and your career development. We want you to work and live comfortably in an English speaking country, that's why we will assess your academic progress regularly, and most importantly, we will give you feedback so that it will be easier to improve

THE COST OF LIVING

Living in Australia is definitely an exciting new adventure for international students, however there are a few things to consider before moving. Melbourne is the most liveable city in the world, which means that more and more people are coming here to live. The cost of living in Melbourne can vary deeply depending on your personal habits and needs. It is a good idea to regularly check the exchange rate of the Australian dollar to know exactly how much you are spending as you start your new life in Melbourne.

Accommodation	\$200 - \$500/w
Bond	4 weeks rent (payable as a deposit)
Monthly transport	\$150+
Monthly mobile phone plan	\$30 - \$50
Coffee	\$3.50 - \$5.00
Lunch	\$8 - \$15
Grocery shopping per week	\$60 - \$100

PUBLIC TRANSPORT

Public transport in Melbourne includes a network of trains, trams, and buses that service the CBD and suburbs. To use any of these types of transport in Melbourne, you need to buy a Myki card and add credit to it (top it up). Myki cards are available at dedicated Myki points of sale in Southern Cross station and Flinders Street station and at many 7/11 stores and news agencies. This is the only ticket system currently used in Melbourne. Please check www.myki.com.au for fares and the network map. The good news is that if you travel entirely within the Free Tram Zone in the CBD then your trip is for free!

STUDENT INFORMATION

ACCOMMODATION

Camberwell College provides several accommodation options according to your needs and preferences. To fully enjoy the international experience, you can choose to stay at a homestay family or at a student residence. All our accommodation services are the result of a long

1 *Homestay*

Living the Aussie life with a homestay family is one of those memories that you will never forget. Staying with a homestay family encourages cultural and linguistic exchange. You will have the chance to speak English at all times and learn more about Australia and its multiculturalism while enjoying the food, lifestyle, and habits of an Australian family.

2 *Student Accommodation*

If you want to be more independent, we recommend staying at Together Co-Living and Student.com. Their quality campus-style accommodation offers modern facilities and an international environment where you will easily make friends while sharing fun activities and quality study time together. The common areas at Together Co-Living and Student.com also include a student bar, billiards, a restaurant, a table tennis table, a resort-style swimming pool, and a barbecue area. The rooms are equipped with a microwave, however, a common kitchen area is also available in the lodge. Socialising has never been so easy. In fact, free and cheap social activities like movie nights and barbecues are organised to make sure our students enjoy a great social life at a very low cost.

3 *Airport Pick-up*

Camberwell College can arrange an airport pick-up service upon request to transfer you from the airport to your homestay or student accommodation.





STUDENT INFORMATION

STUDENT VISA REQUIREMENTS

Before visiting Australia, make sure you have a valid Australian visa. Students mostly come to Australia on a Student Visa or on a Working Holiday visa, however, you may also study for a limited time on a Visitor visa. Please visit the Home Affairs department website www.homeaffairs.gov.au to find more information about visa eligibility and conditions on your visa.

If you are not sure about how to proceed, we have a range of educational agent partners that will be happy to assist you with the process of your visa application.

ESOS FRAMEWORK

The Australian Department of Education and Training has set requirements so that international students coming to Australia can experience quality education and make the most of their time as students in Australia. The Education Services for Overseas Students (ESOS) Act 2000 also ensures that international students have their tuition fees protected.

Camberwell College thoroughly adheres to the ESOS Framework and follows its requirements. The Australian Government has issued the 2018 National Code of Practice for Providers of Education and Training to Overseas Students. Please find more information about the ESOS Framework on-drive:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>



GENERAL ENGLISH

CRICOS Course Code 097448K

- Levels: Elementary to Advanced (5 Levels)
- Class hours: 20 contact hours per week
- Duration: 2-52 weeks (10 weeks per level)
- Class size: Maximum 18 students
- Intake: every Monday
- English entry requirement: No academic requirement is needed. Students will sit an English placement test to determine their entry level.

EAPI & EAP2

CRICOS Course Code 097449J

- Levels: Intermediate to Advanced
- Class hours: 20 contact hours
- Duration: 10 weeks
- Class size: Maximum 18 students
- Intake: every Monday
- English entry requirement: General English Intermediate level (IELTS 5.0) or above
- Assessments: Weekly revision tests and structured teacher feedback



IELTS Preparation

Not available for international students.

- Levels: Intermediate to Advanced
- Class hours: 20 contact hours
- Duration: 10 weeks (recommended duration)
- Class size: Maximum 18 students
- Intake: every Monday
- English entry requirement: General English Intermediate level (IELTS 5.0) or above
- Assessments: Weekly revision tests and structured teacher feedback based on academic progress.

SAMPLE TIMETABLE

MORNING Classes	1st Session	8:30 - 10:30
	BREAK TIME (15 minutes)	
	2nd Session	10:45 - 12:45
AFTERNOON Classes	1st Session	12:55 - 14:55
	BREAK TIME (10 minutes)	
	2nd Session	15:05 - 17:05
EVENING Classes	1st Session	17:15 - 19:15
	BREAK TIME (15 minutes)	
	2nd Session	19:30 - 21:30

COURSE DELIVERY

We deliver 20 contact hours a week+ 10 additional hours divided into two slots of 5 hours each, for a total of up to 30 hours face-to-face using a communicative approach. We offer you the opportunity to study in a multicultural environment where you will experience interactive, dynamic, and task-based teaching techniques. At Camberwell College you will focus on the four main language skills (reading, writing, speaking, and listening), embedded in authentic material used in class on a daily basis.

More practical skills will also be developed throughout our course in order for you to feel more comfortable and confident in using the language in real-life situations. Vocabulary, grammar, and pronunciation will always be present in our daily learning outcomes, together with spelling challenges, class projects, task-based assessments, and a lot more.

CLASS RULES

In your first week, you, your new classmates and your teacher will set your class rules. These rules will make your stay more enjoyable for students and teachers. Some of the rules that we encourage students to follow at Camberwell College are:

- Punctuality
- Regular attendance
- Speak English as much as you can
- Communication with the teacher
- No phone calls in class (please respect your teacher and classmates, leave the room if you have an emergency phone call)
- No mobile phone, tablet or laptop usage in class that isn't related to the class content
- No food in class
- Be aware that your fellow students come from many different cultures with different customs and beliefs
- Leave the classroom tidy after each lesson
- Do your homework regularly

COURSE ASSESSMENTS

Every week teachers will assess your academic progress through tests, homework, classwork, attendance, and class participation. This is important because we want to make sure that you study in a comfortable environment and, above all, that you are studying in the class that best matches your level.

Your scores on your graduation certificate will be a combination of formal and informal assessments conducted throughout the whole course.



PERSONALISED STUDY PLAN

After your first week at Camberwell College, you will receive a Personalised Study Plan made by your teacher with important tips that you should follow to speed up your learning process. One week is enough for experienced teachers to understand their students. Your teacher will clearly identify your weaknesses and will focus on those to give you the most useful and appropriate suggestions for you to improve in your weaker areas.

STUDENT REPORTS

You will receive a mid-course report when you are halfway through your course and an end-of-course report on your last day. However, if your course is shorter than 6 weeks, you will only receive an end-of-course report. On the report, you will find the scores you have achieved in each skill and the attendance percentage. On the back, a reading key will be given to understand the marks.

SCHOOL ACADEMIC ACTIVITIES

SHORT COURSES

As part of the academic activities, Camberwell College offers you the opportunity to develop some specific skills during your course with us. After the standard 20 hours a week, we regularly present a range of short courses focused on language for specific purposes. These specific topics range from business to Exam Prep. These courses run every day from 1:15 pm to 2:15 pm and 2:20 pm to 3:20 pm and are free of charge for our students. However, these classes are small because we really want to personalize your study and help you improve quickly. So, if you want to achieve your goals quickly, go to reception and sign up now for any of our short courses.

Short courses program:

- English @Work - 2 weeks
(Learning outcomes: speaking, writing)
- Speaking Bootcamp - 3 weeks
(Learning outcomes: speaking, writing)
- PTE Pro - 3 weeks
(Learning outcomes: speaking, writing, reading, listening)
- Movie attack - 1 week
(Learning outcomes: speaking, vocabulary)
- English news - 1 week
(Learning outcomes: reading, vocabulary, speaking, listening)

WHAT YOU CAN DO AT THE RECEPTION

OTHER FEES & COSTS

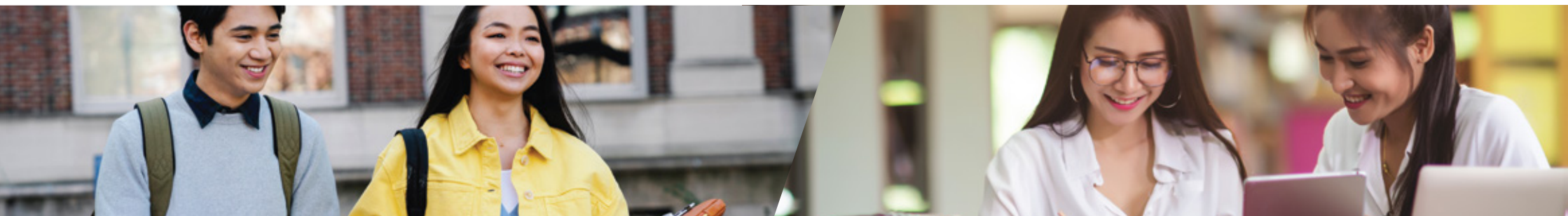
Replacing student ID - \$20 / eCOE changing fee - \$50 / Payment Schedule changing fee - \$50 / Enrolment cancellation fee - 25% of any remaining tuition fees

STUDENT REQUESTS

Please complete the online form at reception if you want to request:

<https://www.jotform.com/team/230001853507041/student-request>

- Holidays
- A deferral / suspension / cancellation
- A course extension
- A refund
- A change of class
- Feedback and complaints
- A change of address



BOOK ACTIVITIES

If you want to join any of our social excursions or any of our academic activities like short courses or academic support classes, come to reception to book a seat.

ORIENTATION

On your first day (Monday), we will invite you to attend our Student Orientation. Orientation starts at 9 o'clock, so please come to reception at 8.30 am to give our lovely reception staff some time to organise your papers before Orientation. During this session, we will give you all the relevant information about your course, our school, and some tips about your life in Melbourne that will be important for you to remember throughout your stay in Australia.

Orientation will include information about (but not only):

- Courses
- Policies
- Staff
- Life in Melbourne

ORIENTATION TIMETABLE

8:30 am	Arrival at Camberwell College Campus
9:30 am	Orientation starts
10:30 am	Placement test
11:20 am	Academic orientation
11:45 am	School tour
12:00 pm	Regional Marketing Specialists meet students for quick feedback in their native languages
12:15 pm	City tour

**sample only*



SCHOOL SOCIAL ACTIVITIES

Every month Camberwell College will prepare a Social Activity Calendar full of activities and events to attend in Melbourne. Students can use this calendar to see what goes on in our vibrant city and every week we will arrange for a staff member to organise a school excursion to exhibitions, art galleries, museums, dance classes, coffee tours, etc.

STUDENT SUPPORT

Our Student Support Officer is available on campus every day. At Camberwell College we encourage you to come and talk to us at any time, especially at the beginning of your stay in Melbourne, when everything is new and you probably have a lot of questions. We will be your overseas family and we want you to feel comfortable in your new life in Melbourne. That's why we will regularly come and talk to you and we will be happy to know what we can do to improve our services for students. We provide relevant information or provides referrals as appropriate to students who request assistance in relation to the student support services and programs at no additional cost to the students.

STUDENT BOARD

The student board is located near the classroom, to the left of the reception. Check it everyday to make sure that you always know what goes on at Camberwell College and in Melbourne. This is where we put social activities monthly calendar, academic activities monthly calendar, and any other relevant information for our students.

POLICIES

ATTENDANCE MONITORING

Once a week, the Academic team checks the attendance percentage of all students and monitors the individual attendance of each student. Where an individual student attendance falls into any of the following categories, actions will be taken as follows:

Any student who has missed 3 consecutive days of classes without prior approval	Camberwell College will call the student to remind them that they <u>need to attend class</u>
When a student's projected attendance falls below 90%	Camberwell College will issue the <u>1st Warning Letter and have a meeting with the Student Services Officer</u>
When a student's projected attendance falls below 85%	Camberwell College will issue the <u>2nd Warning Letter and have a meeting with the Director of Studies</u>
When a student's projected attendance falls below 80%	Camberwell College will issue the <u>3rd Warning Letter and have a meeting with the Director of Studies</u>

More information here: www.camberwellcollege.com.au

COURSE MONITORING

The following procedures will ensure that all students' course progress is monitored and students are given every opportunity to achieve the required progress for each course they are enrolled in. The overall pass score in each skill is set at 80% to be attained by the end of their 10th week in each General English level/each course. However, students who achieve less than 70% in each assessment by week 5 of the same General English level/each course are defined as "at risk and intervention strategies are implemented at this stage. Students who are in breach of the course monitoring policy will be called for a meeting with the Director of Studies to put in place an intervention strategy. Students are made aware of the satisfactory course progress requirements through enrolment processes and throughout the program.

More information here: www.camberwellcollege.com.au

CLASS TRANSFER

In the case of changing from one course to another, please be aware that if the new course that you would like to enrol in has a higher fee, you will need to pay for the difference before attending the new class.

DEFERRAL / SUSPENSION / CANCELLATION

If you want to change, defer, suspend or cancel your course with Camberwell College, complete a student request form online at <https://www.jotform.com/team/230001853507041/student-request>

We will notify you with the outcome of the decision, whether your request is approved or refused, within 10 business days of submission. In the case of deferral, Camberwell College will keep a seat for you for 12 weeks if you are an international student (student visa) and up to 6 months if you are a Working Holiday Visa Holder.

POLICIES

COURSE TRANSFER

If a student wishes to transfer to or from another institute, Camberwell College will follow the guidelines provided by the National Code 2018. Based on this, Camberwell College will not approve students' transfer requests to other institutions prior to the international student completing six months of their principal course. If a student wishes to transfer before completing six months of their principal course, the student must obtain a release from their registered provider or meet the following conditions:

- The releasing registered provider, or the course in which the overseas student is enrolled, had ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas students from continuing their course with that registered provider;
- Any sponsors of the overseas student considers that change to be in the overseas student's best interests and has provided written support for the change. This usually applies where the overseas student's study in Australia is sponsored by the governments of another country.

Late Payment

A 10% penalty will be applied on overdue fees when students make late payments. If the overdue amount is still not paid, an additional late fee penalty of \$50.00 will be added to the outstanding amount each week until the overdue balance is paid in full. Students under 18 Camberwell College will enrol students under the age of 18 who are non-COE based. This means that students who do not hold a student visa can complete an application to study at the language centre. All U18 students must have their parent or suitable nominated relative sign a U18 Student Welfare Responsibility Letter.

Refunds

Camberwell College's Refund policy is compliant with the principles defined in the ESOS (Education Services for Overseas Students) Act 2000. These guidelines apply equally to all new and re-enrolling students unless otherwise stated. Camberwell College reserves the right to cancel or postpone any course prior to their scheduled start date, should it be necessary. Camberwell College does not commence a course on the starting date outlined in the Letter of Offer or discontinue the delivery of a course before it is completed, and if the student is unable to enrol in a similar course at Camberwell College, fees will be refunded. Refund of fees will be granted in accordance with the attached refund policy.

Full Refund of Course Fees

The application for a student visa is unsuccessful (Camberwell College reserves the right to retain the lesser of the following amounts:

- a) 5% of the amount of course fees (tuition and non-tuition fees) received by Camberwell College in respect of the student;
- b) \$500 as per the Letter of Offer and Acceptance Agreement). Fees paid in advance will be refunded within 14 days.

Partial Refund

Camberwell College will provide a partial refund of course fees paid in advance

- a) The student formally withdraws (in writing) from a course more than six (6) weeks before the course commencement date. Full course fees paid for the term will be refunded to the student, less the \$200.00 Administration Fee.
- b) The student formally withdraws (in writing) from a course between two (2) and six (6) weeks before the course commencement date. 70% of course fees will be refunded, less \$200.00 Administration Fee.
- c) The student formally withdraws (in writing) from a course less than two (2) weeks before the course commencement date. 25% of tuition fees will be refunded, ss \$200.00 Administration Fee.
- d) Partial refund after commencement at Camberwell College MAY be given upon discussion of extenuating circumstances with the Campus Manager.

No Fee Refund

Camberwell College will not refund any fees if:

- a) The student withdraws from the course during a study period or after the course commencement date.
- b) The student is not granted the extension of the student visa and the course has commenced. Students are recommended not to enroll if they believe their visa may not be extended.
- c) The student applies and is granted approval by Camberwell College to transfer to another registered provider before completing six (6) months of study of the principal course.
- d) Camberwell College terminates the student's enrolment as a result of misbehavior, failure to comply with Camberwell College policies, breach of student visa conditions, or unsatisfactory course progress or attendance.

Request for Refund

Students who wish to apply for a refund of course fees in accordance with the Refund Policy is required to complete the Refund Form available at reception or online.

POLICIES

Payment of Refund

Eligibility for a refund will be assessed and if approved they will be sent to the person who originally made the payment unless the student is transferring to another registered provider in Australia (subject to Visa conditions), in which case any refund may be transferred to that registered provider. Camberwell College will provide the student with a statement detailing the calculation of the refund.

Payment Plan Refund Arrangement

If a student wishes to withdraw after course commencements, 25% of any remaining tuition fees must be paid, unless otherwise arranged with the management team.

Cancellation

For any cancellation following a deferment, Camberwell College will consider the original course start date to apply the refund policy.

Approvals

All refunds must be assessed and approved by the Finance Manager. Special circumstances to the above-mentioned cases may only occur at the discretion of the Camberwell College CEO or an approved representative or when there is ground for any other extenuating or compassionate circumstances.

Bank Details:

Account Name: Camberwell College

Bank Name & Address: Commonwealth Bank of Australia,
Tenancy 114 Narre Warren Cranbourne Rd,
Narre Warren, VIC, 3805, Australia

Swift Code: CTBAAU2S

BSB Number: 063920

Account Number: 10083685

Please use FULL STUDENT NAME as the *REFERENCE. In the case of international transactions, please add International Transfer Charges to the total due amount to avoid any short payments.

STUDENT GUIDELINES

Camberwell College will:

- ensure that students can access Camberwell College's Complaints and Appeals Process pay refunds in Australian dollars only and refund onshore or offshore by telegraphic transfer.
- pay refunds within 14 days from the receipt of the Refund Form and any additional documentation requested by Camberwell College. This agreement, and the availability of complaints and appeals processes, do not circumscribe the student's rights to pursue any further action under Australia's consumer protection laws.

COURSE DELIVERY CONTINUANCE

In case of unforeseen circumstances where Camberwell College is unable to deliver an agreed course, arrangements will be made to enrol the student in a similar course at Camberwell College at no additional cost to the student. In the event of unavailable alternative courses within the institute, we will seek to place the student at another CRICOS registered training provider. Where Camberwell College is unable to place the student in a suitable course with another registered provider, the student is then entitled to a refund as calculated by the TPS Director.

PROVIDER DEFAULT

In the unlikely event that Camberwell College is unable to deliver an agreed course, the student will be offered a refund of the course fee paid to date for the part of the course yet to be delivered. The refund will be paid within 14 days after ceasing the course. Alternatively, we may offer enrolment in a similar course within the school at no additional cost to the student. The student has the right to choose whether to accept this offer. If the student agrees to this arrangement, Camberwell College will arrange a new Letter of Offer to be signed for acceptance by the student. If weEnglish is unable to provide a refund or place the student in a suitable alternative course, the Tuition Protection Service (TPS) (operated by the Commonwealth Government of Australia) will place the student in a suitable alternative course at no additional cost. In the case that TPS cannot place the student in any suitable alternative course, the student will then be eligible for a refund as calculated by the TPS director.

Please find more information about TPS at www.tps.gov.au

Notifying and Changing Contact Details & Address

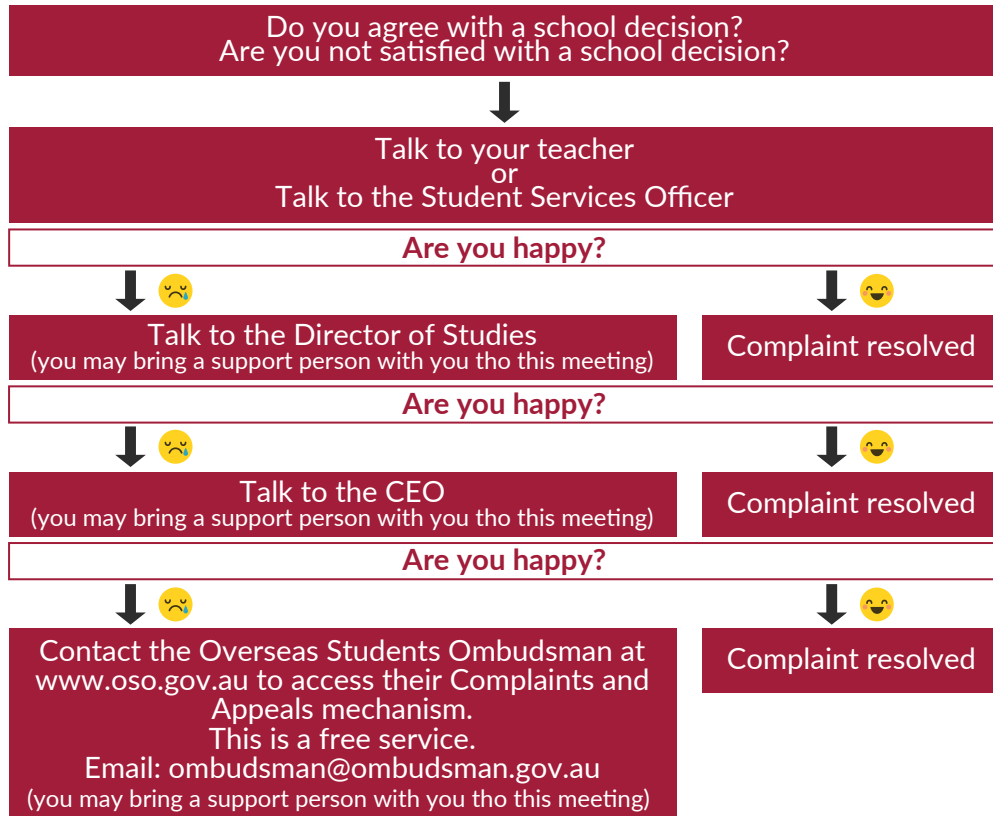
Students must notify Camberwell College of the students' contact details including:

- a. the students' current residential address, mobile number, and email address
- b. who to contact in emergency situations
- c. any changes to those details, within 7 days of the change.

COMPLAINTS AND APPEALS

During their enrolment students will have access to Camberwell College's Complaints and Appeals Policy and Procedure. The Complaints and Appeals Policy and Procedure is to provide students with a fair and equitable process for resolving any disputes or complaints they may have.

COMPLAINTS AND APPEALS FLOWCHART



If a complaint cannot be resolved as per our informal procedure or if a student wishes to appeal against the Camberwell College decision, the student may lodge a formal complaint or appeal. All complaints or appeals should be submitted in writing through the Camberwell College online student request form at https://app.pipefy.com/public/form/YOvwJ2h_

The student enrolment will be maintained throughout the complaint and appeal process until the matter is resolved. If the student is not satisfied with the result of the conduct of the procedure, they can seek external arbitration by contacting Overseas Student Ombudsman. Camberwell College complaint and appeal policy and procedure can be downloaded at www.camberwellcollege.com.au

ACCESS & EQUITY

Camberwell College will treat everybody fairly and equitably and promotes an environment free from harassment and discrimination. We will apply access and equity principles to all our policies and procedures to encourage full and equal participation of all people.

PRIVACY & PERSONAL INFORMATION

Information is collected during enrolment in order to meet our training obligations under the ESOS Act 2000 and the National Code 2018 to comply with the conditions of students' visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected on this document and throughout the enrolment may be provided, in certain circumstances, to other Registered Providers, the Australian Government, and designated authorities and, if relevant, the TPS Administrator. This includes personal and contact details, course enrolment details, and charges. In other cases, information collected during the enrolment may be disclosed without students' consent where authorised or required by law or in the event of any suspected breach of a student visa condition.

MORE INFORMATION ON POLICIES AND PROCEDURES

For more information about policies and procedures that affect you, please visit our website: www.camberwellcollege.com.au

EMERGENCY CONTACT LIST

Police, Fire, Ambulance - 000

Department of Home Affairs Visa and Citizenship Melbourne Office -
2 Lonsdale Street Melbourne VIC 3000

Camberwell College 24/7 Helpline - 0406 337 326

- Direct line drug and alcohol - (03) 94161818
- Disability Rights Victoria - 1800 462 480
- FairWork Australia - <https://www.fairwork.gov.au/contact-us>
- G-Line (Gambling problems) - (03) 9696 6108
- Grief Line - (03) 9596 7799 Lifeline 24/7
- Crisis support - 13 11 14
- Sexual Assault - (03) 9344 2210
- Victoria Legal Aid - (03) 9269 0234
- Victoria Poisons - (03) 8413 6800
- The Victorian Equal Opportunity and Human Rights Commission - (03) 9281 7100
- Womens' Domestic Violence Crisis Service of Victoria - (03) 9329 8483

MEDICAL SERVICES

- Public Emergency Department - The Royal Melbourne Hospital
- 9342 7666/9342 7006
- The Alfred Hospital - (03) 9060 2000
- Melbourne Central Medical Centre (located in Swanston st.)
- (03) 9654 5544
- Medical One (located in QV) - (03) 8663 7000 QV Medical centre
- (03) 962 2256
- St. Vincent's Hospital - (03) 9417 1055

OPENING HOURS

Monday to Friday

8:15 am to 5:30 pm

PUBLIC HOLIDAYS

- New year' day
- Australia day
- Labour day
- Good Friday
- Easter Monday
- ANZAC Day
- Queen's birthday
- Melbourne Cup Day
- Christmas Day
- Boxing Day





CAMBERWELL COLLEGE

SMEAG Australia PTY Ltd t/a Camberwell College

Tel. 61 1300 794 230 | www.camberwellcollege.com.au | info@camberwellcollege.com.au

Level 1, 318 King Street, Melbourne, 3000 | CRICOS Code 03718D | ABN 84 623 146 092