



Top Education Institute

in alliance with



Sydney campus

CRICOS provider number 02491D

Postal enquiries

Top Education Institute
Suite 1, Biomedical Building
1 Central Avenue
Australian Technology Park
Eveleigh NSW 2015

tel: (02) 9209 4888
fax: (02) 9209 4887
email: admission@top.edu.au
website: www.top.edu.au
facebook: www.facebook.com/TopEducationInstitute
youtube: <https://www.youtube.com/c/TopEducation1>

In person

Suite 1, Biomedical Building
1 Central Avenue
Australian Technology Park
Eveleigh NSW 2015

Open days

Sydney City School of Business Thursday 1 September 2016
Sydney City School of Law Thursday 1 September 2016

Campus visits

To book an appointment or campus tour, call TOP on (02) 9209 4888 or email admission@top.edu.au.

Important dates

2016

Semester 3 (Note that B Laws is not available in Semester 3)

Orientation Monday 21 November 2016
Classes start Monday 28 November 2016

2017

Semester 1

Orientation Monday 20 February 2017
Classes start Monday 27 February 2017

Semester 2

Orientation Monday 10 July 2017
Classes start Monday 17 July 2017

Semester 3 (Note that B Laws is not available in Semester 3)

Orientation Monday 20 November 2017
Classes start Monday 27 November 2017

For further information on key dates, visit www.top.edu.au/future-students/key-dates.

Through its two professional schools, the Sydney City School of Business and Sydney City School of Law, TOP is committed to providing quality higher education in international business and law studies. By encouraging independent, critical thought and the development of strong research skills, we prepare our students for success in their chosen careers or postgraduate fields of study. Our curriculum, integrating classroom learning, interaction with practising industry specialists and leaders, adopts an international perspective and emphasises particular knowledge of the Asia-Pacific region.

TOP's mission is to cultivate in its students a sense of social responsibility and service to the global community.

TOP is conveniently located at the Australian Technology Park (Australia's Silicon Valley), in Eveleigh, next to Redfern train station. It is 10 minutes by car from Sydney's CBD and 15 minutes from Kingsford Smith International Airport.

TOP has been registered as a higher education institute under the Tertiary Education Quality and Standards Agency (TEQSA) since 2012 and has approval for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) under the Code 02491D.

ADMISSION REQUIREMENTS

To be eligible for admission to study in a course at TOP, applicants must meet at least one of the following conditions and English language requirements:

Australian secondary studies

School leavers:

- have completed the equivalent of the NSW Higher School Certificate (HSC) examination in Australia or New Zealand, achieving a level equivalent to an indicative ATAR of 85.00 for B Laws or 50.00 for B Applied Finance and Accounting/B International Business, or
- have passed the International Baccalaureate examination with a result of 35 points or higher.

Non-school leavers:

- have completed at least an AQF Diploma level program from an Australian university, a TAFE college or any registered training organisation, or
- have completed a tertiary preparation course from a qualified provider, or
- hold an undergraduate degree, equivalent or higher, from a recognised tertiary education institution, or
- have an indicative Limited ATAR of 85.00 for B Laws or 50.00 B Applied Finance and Accounting/B International Business, or
- have completed a minimum of four units within a Bachelor's degree or within a qualification that is one AQF level above a Bachelor's degree (ie Masters, Graduate Diploma, Graduate Certificate) from any Australian university or equivalent, or
- have been admitted to candidature for a law degree in an Australian or New Zealand university (for B Laws), or
- hold a STAT test result of 149 or above (multiple choice and written English components are required), or
- meet any of the International Examination standards. For more information, visit www.top.edu.au/school-of-law/admission-requirements.

Australian tertiary studies

If you have attempted any tertiary studies you will be considered for selection on your overall record of academic merit, including secondary and tertiary studies.

Overseas qualifications

Australian citizens or permanent residents of Australia with overseas qualifications must contact TOP to discuss eligibility for admission before submitting an application with UAC. Refer to tables 7 and 8 in Part 1 for information on overseas secondary qualifications.

ABOUT

Top Education Institute (TOP), has been a leader in innovative private higher education since its inception in 2001. It initially specialised in business and accounting degrees, which are now offered at both the undergraduate and postgraduate level and recognised by the three major accounting bodies in Australia: CPA Australia, Chartered Accountants Australia and New Zealand, and Institute of Public Accountants.

Following the success of its Business School, TOP unveiled its Bachelor of Laws degree in 2015, becoming the first private provider to be fully accredited for the Bachelor of Laws (LLB). TOP will be unveiling the globally recognised Master of Laws (LLM) program in 2017.

TOP's students are drawn from both the international and domestic markets, creating a diverse and vibrant student community. TOP teachers are highly accomplished academics from both Australian and international universities and offer specialised academic guidance with a strong emphasis on practical skills.

If you have overseas secondary or tertiary qualifications from countries where English is not the language of instruction, you must provide evidence of English proficiency – read section 2.9 in Part 1 and visit www.uac.edu.au/undergraduate/admission/elp.shtml.

Alternative entry and pathways

Where an applicant does not meet the above standard criteria, he or she may be considered for admission under the Sydney City School of Law (SCSL) Alternative Entry criteria.

Due to our flexible entry approach, SCSL organises interviews with every applicant in order to assess the student's potential, abilities and drive to become a lawyer. For more information visit www.top.edu.au/school-of-law/faqs.

Note that Dip Business and B International Business students who have achieved a pass grade in each of their four units, in their first semester of study, will be eligible to transfer to B Laws.

If you have any queries about a specific qualification, email admission@top.edu.au.

Limited ATAR

Read section 7.6 in Part 1.

EDUCATIONAL ACCESS SCHEMES

TOP's Educational Access Scheme (EAS) helps students who have experienced long-term educational disadvantage gain entry to tertiary study.

TOP's EAS applications are processed centrally through UAC. Read section 2.12 in Part 1 for further information on EAS.

EQUITY SCHOLARSHIPS

TOP offers a number of Equity Scholarships to eligible applicants applying to or enrolled at TOP. All Equity Scholarship applications are processed centrally through UAC.

Read section 6.6 in Part 1 for further information on Equity Scholarships.

ABORIGINAL AND TORRES STRAIT ISLANDER AUSTRALIANS

TOP provides alternative entry schemes and pathways for Aboriginal and Torres Strait Islander Australians. To request further information, email admission@top.edu.au.

INTERNATIONAL FEE-PAYING APPLICANTS

International students currently undertaking Australian Year 12 and seeking entry to TOP must apply directly to TOP and not through UAC.

COURSES AVAILABLE BY DIRECT APPLICATION

All courses offered by TOP are available by direct application. For more information, visit www.top.edu.au/future-students.

ENROLMENT

New students are required to attend a compulsory on-campus orientation session. During orientation students develop their timetable, receive a student identification card, are briefed on important information about services and facilities, and participate in a campus tour.

Acceptance of offer

If an application is successful, interested students need to accept their offer. For more information on accepting an offer, visit www.top.edu.au.

Advanced standing/Academic credit

Students may apply for credit for prior learning (exemptions) if they have undertaken formal study in a recognised tertiary institution in Australia. These include universities, colleges, TAFE and other post-secondary education institutions. Overseas institutions will be recognised if they are considered to be the equivalent of Australian institutions.

Students applying for recognition of prior learning (RPL) must complete the Application for Credit Recognition form and refer to Top's RPL policy and procedure.

For further details, visit www.top.edu.au/future-students/how-to-apply.

Deferment of offer

Students may apply to defer the commencement date of their enrolment by emailing admission@top.edu.au.

Refer to Table 6 in Part 1 for further information on deferment policies.

Fees and charges

Tuition fees are required to be paid prior to the census date for each study period. For more information on 2017 fees, visit www.top.edu.au/future-students/fees.

Australian citizens and permanent humanitarian visa holders may be eligible for FEE-HELP (for Diploma, Advanced Diploma and Associate Degree units only). For more information on FEE-HELP, read section 6.3 Part 1 and visit www.studyassist.gov.au.

FINANCIAL ASSISTANCE

Youth and student allowances

For details on Youth Allowance, Austudy and ABSTUDY, read section 6.5 in Part 1.

Scholarships

TOP recognises and rewards students who demonstrate outstanding academic performance, leadership and community service and supports students who have experienced disadvantageous circumstances.

Our scholarships include the following:

- Principal's Outstanding Award (Business/Law): \$10,000 pa
- TOP's Outstanding Achievement Award (Business/Law): \$1,000–\$9,000 pa
- Sydney City School of Law Award: \$1,000–\$9,000 pa
- Sydney City School of Business Award: \$1,000–\$9,000 pa
- Young Achiever (Business/Law): \$1,000–\$6,000 in the first year of the course
- Regional Support (Business/Law): \$1,000–\$5,000 pa
- Aboriginal and Torres Strait Islander Entry Scholarship (Business/Law): \$1,000–\$5,000 pa.

For further information and details, visit www.top.edu.au/future-students/scholarships.

ACCOMMODATION

TOP does not currently offer accommodation. Student services can provide information on accommodation options in Sydney. Call our student services team on (02) 9209 4888 or email studentservice@top.edu.au.

STUDENT AND CAMPUS SERVICES

TOP has a range of student support services. These include counselling, academic assistance and learning support, and employment and career advice. For students with disabilities and special needs, TOP has dedicated support services.

For more information, visit www.top.edu.au/campus-life/services-and-facilities or email studentservice@top.edu.au.

An ongoing social activities program runs throughout each semester and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekend and one-day excursions to various locations in Sydney. For more information on campus news and events, visit www.top.edu.au/campus-life/news-events.