VET Student Handbook

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Table of Contents

Introduction to Cairnmillar

The Cairnmillar Institute (Cairnmillar) was founded in 1961 to provide professional education and high-quality services to the public in psychology and psychotherapy. Cairnmillar was first approved as a private Higher Education Provider to offer university equivalent programs in 2005. We continue to offer an expanding suite of accredited professional education for postgraduate students in psychology, counselling, and psychotherapy.

We are a registered Health Promotion Charity and an independent, Not-For-Profit Company with the purpose of helping and educating mental health professionals as well as the community.

In addition to education, we run research and community intervention programs, and have several psychology and assessment clinics across the greater Melbourne region. We have a thriving Short Course Centre which offers a range of continuing education, professional development and non-accredited training to the public and professionals alike: https://www.cairnmillar.edu.au/short-course-centre/

In 2017 Cairnmillar took another new step by applying to become a Registered Training Organisation and offering Vocational Education and Training (VET) courses in the broader Community Services sector. As one of our VET students you will receive all the benefits of our higher education and professional training history. You will be taught practical skills by practicing psychologists and professionals and have access to specially designed and selected learning materials created by experienced learning designers and academics.

Excellence in education is just the start of excellence in the provision of services and support and we look forward to helping you take the next step in your community service career, whatever that may be.

Responsibilities of the RTO

As a Registered Training Organisation, Cairnmillar is responsible for the quality of the training and assessment in compliance with the RTO Standards (2015), and for the issuance of the AQF certification documentation in accordance with the AQF and the AQF Issuance Policy.

Our RTO code is 45267

Location

Our head office and Hawthorn Campus is located at 391-393 Tooronga Road, Hawthorn East. Most of our face-to-face training is delivered here.

Students were our priority in choosing our new Hawthorn location. It is a large modern space with lots of natural light and a fantastic new Student Hub. You can see our new location on the map here: https://goo.gl/maps/HZLVd6gDagy.

The Hawthorn Campus has ample parking, including plenty of student parking, and is well serviced by both the Glen Waverley Line train (Tooronga Station, 10 minute walk) and the 624 bus route (1 minute walk).

Alternative Locations and Corporate Delivery

From time-to-time Cairnmillar may offer an alternative location, such as on-site delivery for one of our industry partners. If you have enrolled for learning at an alternative location additional information will be provided with your enrolment confirmation and Course Information Sheet.

Accidents and Incidents

Cairnmillar makes every endeavour to provide a safe work environment for the health, safety and welfare of our employees, contractors, students, visitors and members of the public who may be affected by our work. Please report any accidents or risks to a teacher or staff member who will then take appropriate action under our HR and facilities policies.

The full HRP011 Critical Incident/Accident/Injury Policy can be found here:
https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

First Aid

Our first aid officers and fire wardens for the Hawthorn Campus are Lana Winzar and Carley Fraser. Any staff member can help you find one of them if there is an incident.

Fire or Emergency

Evacuation plans are posted around the building, and your educator will also ensure that you have been briefed on our procedures and exits before your training begins.

If there is an emergency please stay calm, exit the building following the emergency exit signs, and follow the directions of staff and wardens.

Our evacuation meeting point is 791 Toorak Road. Once the evacuation is complete we will need to check that you are accounted for. Please find and stay with your class or teacher if possible until the warden gives us the all clear.

Key Contacts

Your Course or Program Coordinator is your first point of contact for most academic matters. Their name and contact details are listed on your Course Information Sheet. They will also be listed on the VET section in Canvas.

Name and contact details of the main teacher for each module or unit will be listed in the module section on Canvas, in your enrolment confirmation email, and in your Workbook.

If you have general questions, comments or any other issues, you can always contact the Admin and Registry team on education@cairnmillar.edu.au

Student Resources

Student Learning Portal (Canvas)
Canvas is our student learning portal. This means that Canvas is the place you can go for relevant resources and information throughout your course. It is also where online assessments are submitted.

Canvas can be found here: https://cairnmillar.instructure.com/

Or, if you don't have the link handy, you can follow the 'Student Portal' button at the top of our website.

Your login for Canvas is your Student ID number and the password is the same one you use for student email (if you have one) and accessing on-site computers.

If you can't access the sections of Canvas that you think you should be enrolled in, please contact helpdesk@cairnmillar.org.au for assistance.

There are also a number of info guides and video guides to help you make the most of Canvas if you need it: https://community.canvaslms.com/docs/DOC-10701

Student Forms and General Resources
The General Student Resources site has a number of forms, links, info sheets, and general information which may come in handy during your time at Cairnmillar. See:
http://learningportal.cairnmillar.edu.au/course/view.php?id=10

The Current Student FAQ is a searchable and regularly updated database of questions and information on just about everything that students regularly need to know. See:
http://learningportal.cairnmillar.edu.au/mod/glossary/view.php?id=1482&mode=cat

Library
The Cairnmillar Library is a specialist collection of counselling, psychology, psychotherapy, and community services texts and materials. There are also a number of databases and online resources available through Canvas.

If you have any questions about our library or library services you can contact our Librarian, Mary on mary.turnbull@cairnmillar.edu.au

IT Resources
Cairnmillar has a number of computers on-site for student use. All of our student computers have Microsoft Office, SPSS, pdf readers, and other useful software installed. You can access Canvas and complete your online assessment books on these computers

You can also login to our student WiFi network using your student login details which will be provided to you when you first enrol. There are a number of areas in the Student Hub with power and desk spaces for students to work on their own laptops.

For more information see: How to Connect to CMI WiFi

If you need any assistance with the school computer or IT systems please contact our IT team on helpdesk@cairnmillar.org.au

Student Login

Your Student ID number is also your username for most Cairnmillar systems. You will be sent an email before you start your course which tells you when and how to activate your Student Login.

If you are eligible for a student email account your Student Login is also your student email account login. Email account instructions will be sent to you when your student account is activated if you are eligible for a student email account.

If you need more information about your Student Login contact our IT team on
helpdesk@cairnmillar.org.au

Student Email Accounts

Students who are enrolled for 12 weeks or longer of face-to-face or blended learning and are not enrolled through an industry partner arrangement will be given an official Cairnmillar student email account for their use during their studies.

Students enrolled through an industry partner will normally use their work email address but can request a student account if they will be enrolled for 12 weeks or longer.

Online only students will use their private email and will not normally be given a student email account.

Student Conduct

When you study at Cairnmillar you are starting your professional career in counselling, psychology, or community services. It is important that students act appropriately as representatives of both Cairnmillar and their profession more broadly.

Students are expected to show respect for staff, clients, and other students, and our school environment at all times and can expect the same in return. Racism, sexism, homophobia, transphobia, ableism, and other forms of prejudice will not be acceptable.

If you feel unsafe at any time, or have concerns about the professional conduct of any member of the Cairnmillar community, you are encouraged to let a staff member know as soon as possible.

Plagiarism and Academic Integrity

Academic integrity is an important part of Cairnmillar practice.

Your teacher will talk to you about plagiarism and integrity in your first lesson or introduction video. In some courses you may need to pass a short online quiz on academic integrity before progressing to other assessments.

At Cairnmillar you must not:

- Use someone else's writing, work or ideas without citation
- Pretend that someone else's writing, work or ideas are your own
- Copy materials, phrases, or ideas from the internet or other sources without attribution

"Plagiarism" occurs when a student presents as their own work the thoughts, ideas, findings or work of another person or persons, without due acknowledgement of the source.

"Collusion" occurs where a student works with others, without permission, to produce work which is then presented by individual students as their separate assignments and/or where the work is almost identical or mostly the work of one of them. Collusion is a form of plagiarism.

"Recycling" means the submission for assessment of one's own work, or of work which is substantially the same, where:

   a) The work has previously been counted towards the satisfactory completion of another unit of study credited towards another qualification; and
   b) The teacher has not granted prior written consent for the student to reuse the work.

Any allegation of plagiarism, collusion or recycling will be investigated and resolved according to Cairnmillar policies and procedures.

If you are unsure about what constitutes plagiarism or you need advice on how to cite or recognise external writing in your assessments, ask your teacher or contact our Librarian (mary.turnbull@cairnmillar.edu.au) for a free one-on-one support session.

The full TLP004 Plagiarism Policy can be found here: https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

See also: http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/

Copyright

Please see Australian Copyright Council's website for full information on this topic: http://www.copyright.org.au/

Student Support, Welfare and Guidance

Cairnmillar has a range of support and welfare services available for students, and we can often refer you to external services as well.

Counselling for Students

Ms Marilyn Cobain is an external psychologist and counsellor, who provides impartial support and counselling to students on a pro-bono basis. She is normally able to provide up to three sessions per year at no cost. Further sessions would require private payment or a mental health care plan. She is based in South Yarra.

You can contact her directly at: studentcounsellor@cairnmillar.edu.au
or 0419 648 687.

Academic Writing and Skills Support

Students who are experiencing difficulties which may impact their studies, are encouraged to speak to their lecturer and/or course coordinator. Cairnmillar can offer onsite support to assist with assignment/essay writing, referencing, time management and study strategies.

Appointments with Dr Ray Jeanes for assignment/essay writing or Ms Mary Turnbull for APA referencing and library research can be made through Reception either in person or by phone (03) 9813-3400.

The Desk (online student support)

The website, thedesk.org.au aims to support Australian tertiary students to achieve mental and physical health and wellbeing. This website offers free access to online modules, tools, quizzes and advice.

Link: https://www.thedesk.org.au/

Language, Learning, and Numeracy (LLN)
VET students will be asked to submit a short LLN assessment prior to commencing the first module in a course or program of study. If additional support is needed you may be referred to an appropriate internal or external service before commencing the program. This may attract an additional cost depending on the type of support or additional training needed.

Students with Disabilities
Students who have disabilities or chronic medical conditions that might affect their performance in this unit should advise the teacher before the end of the second week of classes. If early advice is not provided the range of accommodations that can be provided may be restricted. Students who have life circumstances or personal limitations that may affect their course of study should raise these with their lecturer as early as possible. All students must demonstrate that they have achieved the learning outcomes if they are to pass this unit.

Enrolment and Tuition Fees

Enrolment Dates
Applications for enrolment will normally close one week before the start of teaching, or when the course is full, whichever is sooner. Applications for enrolment are processed through our Online Application Portal.

Once you have submitted the form to enrol in the course, your eligibility for entry will be assessed and you will be sent a formal enrolment acceptance notice, this notice will confirm that you are enrolled in all units and terms as detailed in your Course Information Sheet. You will have 10 working days to respond to your enrolment acceptance notice and can withdraw from the course without penalty during that time or any time prior to the first 'withdrawal date', whichever is later.

Tuition Fees Payments
You will be invoiced for your tuition fees once per term or teaching period. Your invoice for your first term will be sent to you when you first apply to enrol, and invoices for later teaching periods will be sent to you at least 10 days before the due date.

There are 4 teaching periods per year for most courses. The exact costs per term and number of terms for your course are detailed in the specific Course Information Sheet for your course along with the payment due dates for each term (normally the Friday before classes start).

You have a number of options to pay your tuition fees.

In Person – Credit Card, Cash, or EFTPOS
You can pay your fees in person at the Hawthorn Campus Reception by cash, cheque, EFTPOS or credit card. We accept most major credit cards but if you have a question about payment methods please contact accounts@cairnmillar.org.au

You can also call us on (03) 9813 3400 to pay via credit card.

Electronic Funds and Bank Transfers
Account name: The Cairnmillar Institute
BSB: 083-166, Acct: 854292756

IMPORTANT: Always ensure that your student number or invoice reference number are included in the payment information. Cairnmillar cannot track mislabelled payments and your fees may be marked as overdue if the payment is not clearly identified.

If you are making a payment from an overseas account, please contact
accounts@cairnmillar.edu.au to let them know and confirm the correct international transfer details.

Cheque
Cheques can be made out to The Cairnmillar Institute. We do not normally accept or hold post-dated cheques.

Cheques can be submitted at Hawthorn Campus Reception, or mailed to The Cairnmillar Institute,
391-393 Tooronga Road, Hawthorn East, VIC 3123. We suggest using registered post if you send a
cheque by mail.

Course Withdrawals and Refunds

Each term or teaching period will have a 'withdrawal date' which is the last date at which you can
withdraw from a module or unit without academic or financial penalty. If you withdraw prior to the
withdrawal date then all fees paid for that module enrolment will be refunded. The withdrawal date is
normally the end of the first week of classes, but may be later for the first term of a course.

If you withdraw after the withdrawal date then the fees for that enrolment period will not be refunded
and an incomplete 'late withdraw fail' result will be recorded against the module and units. Any
future enrolment periods for that course will be withdrawn and invoices will not be levelled for those
future enrolments.

Completed units will not be refunded.

Check your Course Information Sheet or the VET Calendar for specific withdrawal dates here:
https://www.cairnmillar.edu.au/higher-education/academic-calendar/

Statutory Cooling Off Period
Because Cairnmillar policy prohibits direct selling or external enrolment marketing, and our
enrolment cut-off date is more than 10 days prior to the formal withdrawal date, it is unlikely that
statutory cooling off periods will apply. Students will not normally be allowed to enrol fewer than 10
days before the formal 'withdrawal date'.

However, exceptions are sometimes made (e.g. special approval to enrol late). In such a situation,
you will have at least 10 working days from your official enrolment date in which you can still
withdraw without academic or financial penalty.

Course Cancelation Policy

Every effort is made to run courses as and when they are offered. Minor changes to timetabling are
made from time-to-time with due notice. However, where numbers are insufficient or other
unavoidable circumstances arise then a course may need to be cancelled by the Institute. The
following provisions only apply where a course is no longer offered due to cancellation on the part of
the Institute and do not apply to withdrawal by the student.

If a course is cancelled by the Institute prior to the first classes and before any units have been
assessed then students will be offered a full refund, or a course transfer to the next available course
date if the course will be offered again. This is at your discretion, you can choose if you want a
refund or a transfer (if available).

If a course is cancelled by the Institute after a student has commenced studying, then a Statement
of Attainment will be issued for each completed unit or units of study. Tuition fees for any
incomplete units will be refunded in full or transferred to another available course offering if an
equivalent course is offered, at the student's discretion. Assistance will be provided where possible

to help students find an alternative course or offering either at Cairnmillar, or at another provider if necessary.

Tuition Protection Scheme
The Cairnmillar Institute is a member of the Australian Council for Private Education and Training (ACPET) and are part of the Australian Student Tuition Assurance Scheme (ASTAS) so that we can provide tuition protection insurance for eligible courses.

Your course will be covered by ASTAS unless you pay less than $1500 per term or an exclusion is otherwise stated on your Course Information Sheet.

Our full Statement of Tuition Protection can be found here: https://www.cairnmillar.edu.au/higher-education/statement-of-tuition-assurance-VET/

Attendance
In order to show respect and courtesy for teachers and fellow students, it is important that you not only attend all of your commitments but also be punctual, and take an active role in class.

If you are unable to attend for a legitimate reason, please inform the relevant person as soon as possible, so that they may attend to other tasks.

Students must actively attend 80% of all classes for face-to-face content. Due to the experiential nature of our course content, we are unable to pass any student who does not meet this requirement. Students may apply to have a leave of absence for medical conditions, which will require a sick leave certificate from a GP or specialist. Other non-medical circumstances must be discussed with the Course Coordinator.

Regular non-attendance will not only jeopardise academic results but will also negatively affect any reference that may be required later. In other words, it is imperative that you treat your study commitments as stringently as if it were paid employment.

Assessment
Assessment is the process of gathering evidence and confirming the skills and knowledge you gain during or prior to your course. You need to complete assessments to a required standard in order to demonstrate your competency in the skills and knowledge addressed in each unit of your course.

The full TLP002 Assessment Policy can be found here: https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

Submitting Assignments and Workbooks
Most assessments are completed in class. Your teacher will discuss these with you and ensure that the activity or result sheet is included in your workbook, as necessary.

Some assignments and online workbooks are submitted via our Canvas Learning Portal. Each written assessment or workbook will have a Submission Tool in the Canvas section for the Module or Course.

Your Course Information Sheet will include links and further information about when and how to submit your assignments and workbooks, as will the Canvas section for your Course. Students must keep a copy of all submitted work until the formal publication of final unit results.

A help sheet is available: Submitting a Turnitin Assignment

Assessment Due Dates
Due dates for assessment and workbooks will be advised in class and on Canvas at the start of your module or course. The due date is the date that you need to submit that workbook or assignment to us for marking and assessment. You can submit work earlier if you are ready.

Extensions
An extension may be granted for written assignments or workbooks where there is objective evidence of unexpected and unavoidable disruptions in the student's available work time, such as prolonged illness.

Applications must be made on the AS1 Assignment Extension Form (available from Canvas) before the due date, and submitted to the trainer or teacher by email or in class. An extension is valid only after it has been signed or approved in writing by the trainer. Supporting evidence, such as a medical certificate, is normally required. If you need advice about extensions, contact your trainer.

Special Consideration, Reasonable Adjustments and Alternative Assessments
Extensions cannot be granted for examinations, presentations, in-class tests, observations, and other similarly scheduled assessment activities but an alternative assessment may be possible if you meet the requirements for Special Consideration.

Special Consideration and Reasonable Adjustments may also be granted for students with an ongoing disability or an unexpected impairment which stops them for being able to complete the standard assessment in the usual form. Reasonable Adjustments will be agreed prior to an assessment being undertaken and the standard Application for Special Consideration process applies. The Academic Registrar can act as a liaison and advisor for students with disabilities who would like additional support or confidentiality in requesting Reasonable Adjustments.

The AS2 Application for Special Consideration and AS2.2 Health Care Professional Certification forms are both available in the General Student Resources section of Moodle.

Contact your teacher or your Course or Program Coordinator as soon as possible if you need advice about extensions, special considerations, or reasonable adjustments. Your Course or Program Coordinator will be listed on your Course Information Sheet and on Canvas. Your teachers for each module or unit will also be listed on Canvas.

The full SSP003 Special Consideration Policy can be found here:
https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

Assessment Re-attempts
If you fail to meet competency you will normally be allowed a second attempt at the assessment within a defined period of time. Check the Unit Workbook for detailed information on when, how and how many re-attempts are possible for your units.

Further re-assessment attempts above the minimum stated in your workbook may incur an additional re-assessment fee. See the Course Information Sheet for more information on current fees, including additional assessment attempt fees for your unit or units.

Unit Exemptions and Recognition of Prior Learning (RPL)
Recognition of Prior Learning (RPL) is the process we use to assess skills and competencies that you already have, before starting study. This may be from formal learning such as a similar course or qualification, or from informal learning like work experience. The RPL requirements and options for each unit will be different.

Students should apply for RPL prior to the first class or classes in a course or prior to the withdrawal date, whichever is sooner. If you think you might qualify for RPL for any of the units of competency in your course you need to contact your teacher or program coordinator, they will be able to give you specific advice about what sort of evidence you will need for an RPL application, based on the specifics of your situation.

It is normally only possible to get RPL for a maximum of 50% of you units of study unless special approval is given by the Head of School.

You will need to provide a portfolio of evidence, as agreed with your Program Coordinator, and complete an AS3 RPL Application Form which can be found under 'General Student Resources' on the Moodle Student Learning Portal. You must apply for any credit transfer or RPL before the start of your first class.

There are no additional fees for RPL application, tuition and assessment costs cover the assessment of RPL. No refunds or discounts are normally given for RPL.

The full TLP005 Recognition of Prior Learning Policy can be found here: https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

Credit Transfer for Nationally Recognised Training
Where you have already completed one or more Nationally Recognised units of competency which can be credited toward your qualification then you can normally apply to have those units credited to your current course.

You will need to complete the AS5 VET Credit Transfer Form, which can be found under 'General Student Resources' on the Moodle Student Learning Portal, and provide certified copies of Statements or Attainment or other authorised evidence for each unit of competency. You must apply for any credit transfer or RPL before the start of your first class.

There is no cost for a credit transfer application. Where credit transfer is granted a pro-rata refund or discount will be applied for each unit thus exempted because not assessment is required.

Class and Assessment Exemptions
You will not have to complete the assessments for any units in which RPL or credit transfer exemptions are granted.

Because our courses are taught in an integrated model, all integrated classes must still be attended unless all units for the whole module or term have been exempted, or a special dispensation is granted by your teacher or program coordinator for specific class sessions. Please talk to your teacher after your RPL or credit transfer is granted, to find out exactly how your specific situation will be impacted.

Samples of Work
Samples of students' work may be taken for purposes of course accreditation. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the lecturer in charge of the unit when submitting assignments.

Academic Progress

At Cairnmillar we want all of our students to succeed, part of this means making sure that you are progressing through your course as expected and ensuring that you have the support, prior skills, and knowledge required to progress and complete you study to the expected standard.

Early Intervention

If your teacher thinks that you might be struggling with some of the course content, or that your engagement or attendance is slipping and that you might be at risk of poor performance then they may contact you. This early intervention is an opportunity for you and your teacher to talk, find out more information and hopefully address any concerns early.

Formal Intervention

If you do fail several assessments or one or more modules, then a formal progress review may be needed. Again, this is a collaborative process and is designed to ensure that you get the support you need before continuing in the course or program.

If you are still unable to improve your performance after a formal progress review then you may be advised to take a break or even discontinue the program. This will only happen if it is seen as being in your best interests to discontinue and all other options have been explored.

The full SSP008 Academic Progress and Review Policy can be found here:
https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

Student Evaluation Surveys

At the end of each teaching period or intensive program you will be sent a 'Unit or Module Evaluation Survey' link asking you to complete an evaluation of your training and assessment experience for that term.

The evaluation is confidential, your identity is not stored with your answers, and only aggregated and non-identifiable information is reported to teaching staff.

Your feedback is a crucial part of our quality and planning processes, and we would appreciate it if you can complete a survey for each enrolment period.

If you are enrolled for a whole qualification you may also be sent a 'Course Evaluation Survey' at the end of the year. The course survey will ask slightly different questions than the unit evaluations and is looking for information on your overall Cairnmillar experience rather than a specific unit or teacher.

Other Feedback

If you have feedback or comments about your teaching and learning experience you don't have to wait for the survey. You can contact our Academic Registrar, Saphron Hastie (saphron.hastie@cairnmillar.edu.au) for to make a comment or ask for a confidential discussion at any time.

Student Complaints, Grievances and Appeals

Many formal decisions will have an appeals process and list of grounds in the relevant governing policy. When a decision is advised you will normally also be told of when, how and if appeals can be made. You will normally have at least five (5) working days to make an appeal, and for many processes a longer timeframe will be advised.

If a specific appeals process does not apply then you can still appeal any formal decision or open a grievance process, even for informal decisions or actions, under the SSP007 Student Grievance Policy.

If you are not satisfied with the outcome of an informal resolution process, you may submit a formal grievance in writing to the Head of School. This request must be submitted within five (5) working days of the date of notification of the outcome of the informal resolution process.

There are further levels of appeal, should you still not be satisfied with an outcome (including a final level of appeal to an external mediator), as detailed in the [SSP007 Student Grievance Policy](#).

Other Policies and Procedures

The latest versions of approved Cairnmillar policies are publicly available on our website at:
https://www.cairnmillar.edu.au/higher-education/policies-and-procedures/

Policy Updates

All of our policies are reviewed on a regular cycle. From time-to-time updates will be made. When an update may impact students, or changes any of the information published in this handbook, a notice will be posted on Canvas and emailed to all potentially impacted students.

In many cases where a change in policy may affect you, the policy which is most in your favour will apply unless the change has been made due to statutory or regulatory obligations or specifically notes that it can apply to prior enrolments. Should such a situation arise you would be entitled to natural justice and due process, and may be entitled to a course transfer if necessary.

Other Material Updates and Changes

Where there are any changes to agreed services, the we will advise you as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

Other Admin Contacts

Moodle: For Moodle access issues email helpdesk@cairnmillar.org.au

Resources & Readings: if you have any questions or comments about unit specific information, unit outlines, or readings please contact the relevant teacher or unit coordinator.

Tuition Fees: for general tuition fees or refund questions email education@cairnmillar.edu.au or for advice on when or how to make payments email accounts@cairnmillar.org.au or for receipts email reception@cairnmillar.org.au

IT: for IT matters or assistance email helpdesk@cairnmillar.org.au

Registry: For all other academic records, graduations and enrolment matters check the forms on Moodle or email education@cairnmillar.edu.au for matters not here mentioned.

You can also check out the Current Student FAQ for details information on dozens of common matters.