



INTERNATIONAL STUDENT APPLICATION FORM

PERSONAL DETAILS

Family name: _____ Given name: _____

Date of birth ___/___/___ Country of birth: _____ Gender: Male Female

Country of citizenship: _____ Passport number: _____ Australian Visa number: _____

Address in Australia (if know): _____

Email: _____ Mobile: _____ USI: _____

Student current location: _____ Type of via: _____

Australia Overseas Student Tourist Student with dependant other:

EDUCATION DETAILS

What is your level of English?

Elementary Beginner Intermediate Upper-Intermediate Advanced

Have you taken TOEFL/IELTS/other English Test? No YES SCORE: _____ Date: ___/___/___

Please provide certified copy of any English proficiency examinations undertaken.

Also, note that IELTS 5.5 or equivalent is an entry requirement for all Business and Project/Program Management Vocational courses.

What is the highest level of education that you have completed? University College Secondary school

Proposed future studies (please indicate) Vocational College TAFE University Undergraduate University Postgraduate

Name of institution: _____ Course commencement date: _____

SELECT YOUR COURSE

VOCATIONAL COURSES

START DATE: ___/___/___

- | | |
|---|----------|
| <input type="checkbox"/> Certificate II in Business | BSB20115 |
| <input type="checkbox"/> Certificate III in Business | BSB30115 |
| <input type="checkbox"/> Certificate IV in Business | BSB40115 |
| <input type="checkbox"/> Diploma of Business | BSB50115 |
| <input type="checkbox"/> Advanced Diploma of Business | BSB60115 |
| <input type="checkbox"/> Diploma of Project Management | BSB51415 |
| <input type="checkbox"/> Advanced Diploma of Program Management | BSB61215 |

Shift 1 Shift 2

Shift1 (Evening class) Mon, Tue, Wed, Thu, Fri 4:45pm – 9pm

Shift2 (Weekend class) Thu, Fri 8am – 4:30pm, Sat 9am – 1pm

OTHER SERVICES (Taxi/Cab be arranged on request)

The Australian Government requires all students on student visa to have Overseas Student Health Cover (OSHC).

Do you require us to arrange OSHC for you? Yes, for months No

Do you require us to help with pick-up? YES NO Do you require us to help with accommodation for you? No

Yes (please complete Accommodation Profile)

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of prior learning (RPL)? Yes (please complete RPL assessment form) No

Do you have any disability, special needs or current health problem? Yes (please specify _____)

Refund Policy

Policy:

1. Refunds application requests must be made in writing on the student refund request form provided by the college.
2. Refunds will be paid in accordance with the conditions agreed to on the signed and dated Written Agreement except for Provider Default and Student Visa rejection/cancellation. In the case of Provider Default and Student Visa rejection/cancellation student refunds will be made in accordance with the Education Services for Overseas Students (Calculation of Refund) Specification 2014 which outlines minimum payment requirements in these circumstances. An explanation of these requirements follows.
3. The College Manager or the College Principal Executive Officer will approve/disapprove student refund in coordination with the College Accountant.
4. Refunds given will be recorded in the College Accounting system.
5. The enrolment/admin fees and airport pickup fees are non-refundable under any circumstances
6. Tuition fees and OSHC (if you have paid OSHC to the college):
 - a. Visa rejection/cancellation:
 - Before course start date – refund will be provided in full and an enrolment fees of \$200 will be deducted by the college.
 - After course start date – refund is calculated on a pro-rata basis based on the number of months that the student has paid for and an enrolment fee of \$200 will be deducted from the final refund amount. The college will deduct \$200 enrolment fee and any fees for which training and assessment services is provided to the student before the date of visa rejection/cancellation.
 - The student must provide written proof of visa rejection/cancellation within 4 weeks from the date when visa rejection took place to be able to fall under visa rejection category. If the student is unable to provide this evidence within 4 weeks of rejection/cancellation or if for some reason is not able to provide written evidence than the normal cancellation fees will be charged to the student.
 - b. If you have given written notice to the college to withdraw from your course:
 - 30 days or more before the course commencement date, tuition fees will be refunded 70% and \$200 enrolment fee will be deducted from the final refund amount.
 - 1-29 days before course commencement date, tuition fees will be refunded 50% and \$200 enrolment fee will be deducted from the final refund amount.
 - c. Student default:
 - No refund will be given to the student if they have provided misleading or false information during the refund process.
 - Is in breach of their visa requirements as imposed by the Australian Government and withdraws from the college due to this reason.
 - Withdraw after course commencement date of the enrolled course.
 - No refund will be given to approved deferred students.
7. If the student is not happy with the refund amount than they can access college's internal complaints and appeal policy for a review.
8. If student is not satisfied with the decision from the internal complain or appeal process than they can seek further assistance and help under Australian Consumer Protection Laws. (<http://consumerlaw.gov.au/>)

Refund procedures:

1. You must complete the Refund Application form.
2. Your refund will be processed within 4 weeks of receipt of your completed refund application with all supporting documents.
3. Where 2 or more courses are packaged, the condition of the refund will be applicable to all courses.
4. Commencement of the course is defined as the course start date recorded in the Student Application form.
5. Course and other associated fees are not transferrable to another student or any other institution.
6. Course and other associated fees may be transferrable to another course that the student is wanting to do within the college.
7. Any approved refunds are made payable directly to the student's nominated bank account. Refund amount is only payable in Australian dollars.
8. As applicable bank charges will be deductible for refunds made by bank draft or electronic transfer.

I fully, understand and agree with the Cancellation and Refund Policy.

Name: _____ Date: _____ Signature: _____