

**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: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ USI: \_\_\_\_\_  
Student current location: | Type of visa:  
 Australia  Overseas |  Student  Tourist  Student with dependent  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 6.0 or equivalent is an entry requirement for all Business, Accounting, Hairdressing 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 OF STUDY**

<b>VOCATIONAL COURSES</b>	
<input type="checkbox"/> Certificate III in Business	BSB30120
<input type="checkbox"/> Certificate IV in Business	BSB40120
<input type="checkbox"/> Diploma of Business	BSB50120
<input type="checkbox"/> Advanced Diploma of Business	BSB60120
<input type="checkbox"/> Diploma of Project Management	BSB50820
<input type="checkbox"/> Advanced Diploma of Program Management	BSB60720
<input type="checkbox"/> Certificate IV in Accounting and Bookkeeping	FNS40222
<input type="checkbox"/> Diploma of Accounting	FNS50222
<input type="checkbox"/> Advanced Diploma of Accounting	FNS60222
<input type="checkbox"/> Certificate III in Hairdressing	SHB30416
<b>COURSE START DATE: ___/___/___</b>	

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

**RPL / Credit Transfer:**

Depending on your previous studies and/or work experience, you may be eligible to get credit or exemptions in few units.  
Do you wish to apply for Recognition of prior learning (RPL)?  Yes (please complete RPL assessment form) No   
Do you wish to apply for Credit Transfer?  Yes (please complete RPL assessment form) No   
Do you have any disability, special needs or current health problem?  Yes (please specify \_\_\_\_\_)

## EMERGENCY CONTACT

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

**Note:** The emergency contact details provided above will be used by the college as a designated person that is nominated by yourself (the student) in case of any refund of fees, this is applicable only in case of a refund of fees.

### Refunds Policy

- All refund requests must be made in writing using the Refund Request Form.
- Completed Refund Request Form along with all supporting documents should be sent to college for processing, the refund amount will be calculated from the date of receipt of this form and its supporting evidence(s).
- Course commencement date is defined as 'Proposed Course Start Date' as listed on the student Coe. If the student applies for course deferment to a future intake date, the refunds policy applies to the current course and its Proposed Course Start Date. If student applies for suspension to a future time, the refund policy applies to the current course and its Proposed Course Start Date.
- The college will attempt to return any refund back to the originating bank account or originating card or cardholder. Refunds will be paid:
  - To the person or entity from which the original payment was received;
  - In Australian Dollars, unless external requirements prevent this;
  - Where possible, to the account from which, and using the mechanism by which, the original payment was received.
- Where it is not possible for the college to make a payment to the account, person or entity from which the original payment was received, the college will consult with the student, the person or entity who made the original payment and the appropriate financial institutions to determine how the refund will be paid.
- If the college is unable to contact a former student to arrange for a refund, the funds will be held for a maximum period of six years, at which time the credit balance will be transferred to the Office of State Revenue.
- Refunds will be processed within 20 working days from the date of receipt of this form and its supporting evidence(s).
- A written statement will be provided to explain how the refund is calculated per request from student or an authorised third party.

If a student is not satisfied with the approved refund amount the student has a right to lodge an internal appeal with the college. If the student is not happy with internal appeal outcome the student can seek for further assistance under Australian Consumer Law. You can visit Australian Consumer Law website at <http://consumerlaw.gov.au/> for more information.

#### **Below is a table listing examples of situations and how refunds will be processed:**

Situations	Refunds Procedure
Enrollment fees	Non-refundable
Material fees	Non-refundable
Coe amendment fees: \$50 per Coe	Non-refundable
Assessment late-submission fees: \$50 per unit	Non-refundable
Student Visa Cancellation/Refusal due to fraud/misleading information when applying/extending student visa and/or breach of student visa conditions, etc.	No refund
Student applies for external appeal such as AAT (Administrative Appeals Tribunal)	No refund
COE Cancellation due to non-commencement, non-attendance, non-payment, unsatisfactory course progress and/or breach of any college code and National Standards	No refund
Withdraw Application Requests: Before the course commencement date	If student applies to withdraw from the course and sends the refund form before the course commencement date, tuition fees are refunded in full, and an admin fee of \$300, an enrollment fee of \$200 and a 'material fee (as per your 'Student Offer Letter and Agreement' document)' will be deducted from the final refund amount. <u>Documents that are required to process this type of refund:</u> <ol style="list-style-type: none"><li>1. Refund Form with correct bank details.</li><li>2. Cancellation Request Form</li></ol>

Situations	Refunds Procedure
Withdraw Application Requests: On/After course commencement date	<p>If student applies to withdraw from the course and sends the refund form on/after course commencement date, refund is calculated based on the date of receipt of all documents that are required to process refunds request, refund amount will be calculated on a pro-rata basis based on the number of weeks remaining for the remainder of the course, and an admin fee of \$300, an enrollment fee of \$200 and a 'material fee (as per your 'Student Offer Letter and Agreement' document)' will be deducted from the final refund amount.</p> <p><u>Required documents to process refund:</u></p> <ol style="list-style-type: none"> <li>1. Refund Form with correct bank details.</li> <li>2. Cancellation Request Form</li> </ol>
Provider Default	If college is unable to deliver the course, college will offer students placement into an alternative registered course, or a refund for unused tuition fees. In the situation when college is unable to provide alternative registered course or a refund for unused tuition fees, TPS (Tuition Protection Service) for international students will attempt to place student into an alternative registered course provided by another provider (college).

#### Revision history

Revision	Date	Description of modifications
1	April 2016	Original
2	March 2018	Revised to reflect current changes and updates
3	September 2020	Revised to reflect current changes and updates
4	March 2021	Updated and merged 'Situations' from 12 to 10 for better application.
5	August 2024	<ul style="list-style-type: none"> <li>• Updated 'Re-assessment fees: \$50 per unit' to 'Assessment late-submission fees: \$50 per unit'</li> <li>• Updated 'Material fee' to 'Material fees'</li> <li>• Updated statement 'You can visit Australian Consumer Law website at <a href="http://consumerlaw.gov.au/">http://consumerlaw.gov.au/</a>' to 'You can visit Australian Consumer Law website at <a href="http://consumerlaw.gov.au/">http://consumerlaw.gov.au/</a> for more information'</li> <li>• Updated 'material fee \$300' to 'material fee (as per your 'Student Offer Letter and Agreement' document)'</li> </ul>
6	November 2024	<p>Have clarified in detail how and who will get the refund of fees, specifically the following information is included in the policy:</p> <ul style="list-style-type: none"> <li>• Bullet point no 4, 5 and 6</li> </ul>

I, fully understand and agree with the Refunds Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_