

## STUDENT APPLICATION FORM Melbourne Campus

### PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER:  MALE  FEMALE  
 COUNTRY OF BIRTH: \_\_\_\_\_ COUNTRY OF CITIZENSHIP: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_  
 ADDRESS in home country: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 ADDRESS in Australia (if known): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
 TYPE OF VISA:  Student  Tourist  Working Holiday  Other \_\_\_\_\_

### IMMIGRATION OFFICE TO APPLY FOR VISA

**Onshore** (Within Australia)  **Offshore** (Outside of Australia)

### EDUCATION DETAILS

What is level of your English?  Elementary  Beginner  Intermediate  Upper- Intermediate  Advanced  
 Have you taken **TOEFL/ IELTS/** other English test?  YES  NO Exam type: \_\_\_\_\_ Score: \_\_\_\_\_ Date test: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Please provide certificated copy of any English proficiency examinations undertaken. IELTS 5.5 or equivalent is an entry requirement for all vocational courses.  
 What is the highest level of education that you have completed?  University  College  Secondary school  
 Proposed future study:  Vocational College  TAFE  University Undergraduate  University Postgraduate  
 Name of institution: \_\_\_\_\_ Course commence date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SELECT YOUR COURSES

	<i>Weeks</i>	<i>Start Date</i>
<input type="checkbox"/> General English (Beginner to Advanced) –CRICOS No 082023C	_____ (Maximum 48 weeks)	____/____/____
<input type="checkbox"/> BSB30115 Certificate III in Business -CRICOS No 086833C (FAST TRACK-26 weeks)		____/____/____
<input type="checkbox"/> BSB40215 Certificate IV in Business-CRICOS No 086953F (FAST TRACK-26 weeks)		____/____/____
<input type="checkbox"/> BSB30115 Certificate III in Business -CRICOS No 086833C (52 weeks)		____/____/____
<input type="checkbox"/> BSB40215 Certificate IV in Business-CRICOS No 086953F (52 weeks)		____/____/____
<input type="checkbox"/> BSB50215 Diploma of Business-CRICOS No 087224J (52 weeks)		____/____/____
<input type="checkbox"/> BSB60215 Advanced Diploma of Business-CRICOS No 087498E (52 weeks)		____/____/____
<input type="checkbox"/> BSB51915 Diploma of Leadership & Management-CRICOS No 088170K (52 weeks)		____/____/____
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership & Management-CRICOS No 088171J (52 weeks)		____/____/____

### PERSONAL DETAILS

**OSHC (Overseas Student Health Cover)**

The Australian Government requires all students on student visa to have OSHC. Visa length cover is compulsory.

CRICOS Provider: 03000J; RTO Provider Code: 31698

Do you have OSHC at the moment?  YES  NO If yes, when does it expire? \_\_\_/\_\_\_/\_\_\_ Insurer: \_\_\_\_\_  
Do you require Queens College to arrange OSHC for you?  YES  NO  
What type of cover do you require?  Single  Couples  Family \_\_\_\_\_ months

#### Accommodation and airport pick-up

Do you require airport pick-up?  YES  NO  
Do you require Queens College to arrange accommodation for you?  YES  NO (If YES, \_\_\_ weeks, please complete Homestay Application Form)

#### RPL (Recognition Prior Learning)

Do you wish to apply for RPL?  YES  NO (If YES, please complete RPL Assessment Form)  
*Depending on your previous study and work experience that we are able to give you credit or exemptions from certain course units.*  
Do you have any disability, special needs or current health problem?  YES  NO (If YES, please complete Special Needs Form)

## REFUND POLICY

1. The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. A \$500 fee is payable for administering course cancellation.
3. Tuition Fees and Overseas Student Health Cover (OSHC) are refunded in full if your VISA application is rejected and you provide official written notification of the refusal from the Australian Government or Department of Immigration and Border Security.
4. Student Default; no refund will be given if a student:
  - has given false or misleading information;
  - fails to comply with the conditions of enrolment at the College;
  - is in breach of their VISA requirements as imposed by the Australian Government; and/or
  - withdraws after the commencement date of the course.
5. Tuition Fee refund; if you give written notice of your intention to withdraw from a course:
  - 8 (Including 8<sup>th</sup> week) weeks prior to the commencement date, 70% of total tuition fees will be refunded less a cancellation fee of \$500;
  - 3-7 weeks prior to the commencement date, 50% of total tuition fees will be refunded less a cancellation fee of \$500;
  - 2 weeks (including 2<sup>nd</sup> week) prior to the commencement date, 30% of total tuition fees will be refunded less a cancellation fee of \$500;
  - after the commencement date, tuition fees will not be refunded.
6. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
7. Commencement of the course is defined as the course start date in the first Application Form submitted by the student or agent and not subsequent to changes to the starting date.
8. In the unlikely event that Queens College is unable to deliver your course in full, you will be offered a refund for the portion of the course for which you have paid but which you have not been delivered or assessed. The refund will be paid to you within 4 weeks of the day of receiving your completed refund application. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you have accepted the placement. If Queens College is unable to provide a refund or place you in an alternative course, under the Tuition Protection Service (TPS), you will be placed in a suitable alternative course at no extra cost to you (unless you choose a more expensive replacement course). If this is not possible, you will be eligible for a refund as calculated by the Funds Manager.
9. Course and other fees are not transferable to other students or institutions but may be transferred to another course within Queens College at the discretion of the college.
10. Any approved refunds are made payable to and sent to the student or his/her agent as applicable in Australian dollars.
11. Fees for services paid to education agents by students are not covered by this refund policy.
12. This refund policy applies to all tuition fees paid to Queens College and includes any tuition fees paid to an education agent to be remitted to the college.

13. All refund considerations will be strictly limited to the money paid, which Queens College has received from the student as tuition fees only (i.e. exclusive of all non-refundable fees and agents' commission—whether this commission was deducted before or after student payment to Queens College.)

## Refund Procedures

1. You must complete the Refund Application Form.
2. Your refund will be processed within 4 weeks of receiving your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.

Anything in the above policy does not remove your right to take further action under Australia's consumer protection law, as per National Code of Practice Section 43.1 or to pursue other legal remedies as necessary.

## DECLARATION

**I have fully read and understand Queens College's terms and conditions including the cancellation and refund policy and I agree to abide by them.**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### How did you hear about Queens College?

- Friends/relatives
- Embassy
- Newspaper /magazines
- Agent (name/ stamp) \_\_\_\_\_