

# International Student Application

RTO PROVIDER No: 21595 CRICOS Number: 02634E



APPLICANT DETAILS						
Full Name:	Family Name (Last)		First Name		Middle Name	
Address in Australia:	Street Address				Apartment/Unit #	
	Suburb/Town				State	Post Code
Home Phone:	( )		Mobile Phone:		( )	
Address in Home Country:	Street Address				Apartment/Unit #	
	Suburb/Town				State	Post Code Country
Home Phone:	( )		Mobile Phone:		( )	
E-mail Address:				Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Birth Date:	dd / mm / yyyy		Do you have any type of disability?			
Emergency Contact Name			Emergency Contact Number:		( )	
PASSPORT / VISA DETAILS (Please complete and attach copies if available)						
Passport Number:			Passport Expiry Date:			Enter Agent Name/Stamp if Applicable
Country of Birth:			Do you hold a current visa?:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Country of Citizenship as shown on your passport:			If Yes to Visa - What Type of Visa	<input type="checkbox"/> Student <input type="checkbox"/> Tourist		Dietary Restrictions: <input type="checkbox"/> None <input type="checkbox"/> No Dairy <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other _____
If Yes to Visa – Visa Number:				<input type="checkbox"/> Working Holiday <input type="checkbox"/> Other: _____		
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what have you studied			Religious Restrictions: <input type="checkbox"/> None <input type="checkbox"/> No Dairy <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other _____
If Yes - where did you study?				<input type="checkbox"/> Student <input type="checkbox"/> Tourist		
Are you applying for Direct Credit Transfer (only if you have completed similar studies in Accredited Australian Institutions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If No to current Visa – what kind of visa will you be applying for	<input type="checkbox"/> Working Holiday		Circle your Uniform Size for Hospitality & Beauty Therapy S M L XL
		<input type="checkbox"/> Other: _____				
ENGLISH (If English is not your first language, attach English Test results) *Requirements listed on www.academia21.com						
First Language:			If English is <u>not</u> your first language have you passed a recognized English Test in the previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No		What is your level of English? <input type="checkbox"/> Beginner <input type="checkbox"/> Advanced <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate
If Yes to English Test, Name of English Test:			Result of English Test:			Date English Test Taken: dd / mm / yyyy
Course of Studies Selection						
Preference	Course Code	Course Name (e.g. Diploma Hospitality Majoring in Commercial Cookery)			Intake Date	
A						
B						
PRIOR EDUCATION (A copy of your prior qualifications must be attached)						
Country	Year	Qualification (e.g. Year 10 Secondary School)			School	
FEES (Note: Fees are subject to change and are posted on www.academia21.com)						
Registration ①	\$200	OSHC Health Cover ②	<input type="checkbox"/> Not required <input type="checkbox"/> Single <input type="checkbox"/> Family <input type="checkbox"/> ___ months <input type="checkbox"/> 1 year	Airport Pickup if needed: ③	<input type="checkbox"/> Not required <input type="checkbox"/> Required \$110 Pickup date: ___ Pickup time: ___	Home Stay if needed: ④ <input type="checkbox"/> Not Required <input type="checkbox"/> ___ of weeks @ \$250 per week + \$180 placement fee (minimum of 2 weeks)
Declaration: I certify that the above information I have provided and attached is correct and complete. I understand that if I have provided incomplete, inaccurate or withheld information, this can lead to the cancellation of my enrolment and refund of fees paid will be calculated as per Academia International's refund policy listed below.						
Student Signature			Date dd /mm /yyyy :	Academia International Signature:	Date dd /mm /yyyy :	

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## REFUND AGREEMENT

The laws of the Commonwealth of Australia and the States govern this agreement between the Student and Academia International. Also refer to Academia International's refund policy on [www.academia21.com](http://www.academia21.com).

- 1) **PROVIDER DEFAULT** In the unlikely event that Academia International is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course Academia International at no extra cost to you. You have the right to choose whether you would prefer a full 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 accept the placement. If Academia International is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) OSTAS will place you in a suitable alternative course at no extra cost to you. Finally, if OSTAS can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
- 2) **CANCELLATION** Where the application is cancelled by the student without commencing any course at Academia International, written notification to the admissions officer must be provided
  - a) Registration Fee - Not refundable
  - b) Airport pickup - Full refund
  - c) Accommodation placement - Not refundable
  - d) Equipment fees - Full refund
  - e) OSHC- Per OSHC provider conditions
  - f) Tuition fees -
    - i) Visa Application refusal - Full refund. Note: Without proof of Visa refusal by the Australian Government, no refund will be issued.
    - ii) Notice received 10 weeks or more prior to agreed starting day as per initial Confirmation of Enrolment (CoE) - Full refund less 10% of total course fees
    - iii) Notice received less than 10 weeks prior to agreed starting day as per initial CoE - Full refund less 25% of total course fees
    - iv) Notice received after agreed starting day as per initial CoE - No Refund for current course (or any following courses in a package offer).
- 3) **STUDENT DEFAULT / WITHDRAWAL**  
Where the student withdraws after commencing studies at Academia International, written notification to Student Services must be provided, signed and dated by the student and stamped as received by Student Services.
  - a) Registration Equipment fees - Not refundable
  - b) Airport pickup - Not refundable
  - c) Accommodation placement - Not refundable
  - d) OSHC- Per OSHC provider conditions
  - e) Tuition fees for enrolled course currently studied - Not Refundable.
    - i) Enrolments paid in advance for English followed by a Vocational (Package) course, Tuition fees for Vocational (package) course yet to commence, full refund less 10% of total Vocational (package) course fee.
    - ii) See also clauses 12, 13 & 14
  - f) Student expelled for breach of college rules or visa conditions - No refund
  - g) The above Student Withdrawal / Default terms also apply if student withdraws due to
    - I Attaining permanent residence
    - II DIAC Cancels student's current visa
    - III DIAC rejects application for student visa extension
- 4) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 5) Agreed starting day means the day on which the course was scheduled to start, or a day agreed between Academia International and the student.

## CLAIMING A REFUND

- 6) The student must provide their notice of withdrawal or cancellation in a signed and dated written letter. The claim for a refund must include a reason accompanied by a photocopy of this signed refund agreement with the appropriate clause that the refund claim is based upon circled. The student must also include supporting

- 7) official documentation of the student's circumstances for withdrawal/cancellation plus a contact name and telephone number to enable Academia International to validate this claim. Note: All Visa Cancellation notices issued by the Australian Government are validated by Academia International through the contact of the respective embassy.
- 8) Date of Cancellation / Withdrawal is the date the written request is received by Academia International's Admissions Officer.
- 9) A student should apply for a refund as soon as possible after notice of cancellation / withdrawal is submitted.
- 10) All refunds will be paid after 4 weeks of receipt of student's written Cancellation / Withdrawal notification only if the supporting documentation have been validated during this timeframe.
- 11) When you receive a refund, a written explanation of how the amount was calculated will be provided.

## TERMS AND CONDITIONS FEES

- 11) All course fees and charges are payable in Australian Dollars (AUD\$) and must be paid in full prior to a student attaining their qualification (even if a student completes the course earlier than the standard allocated course duration).
- 12) All fees and charges must be paid in advance by the date shown on the Offer of course placement and/or issued invoices. No results or certificates will be issued for students with outstanding invoices.
- 13) Students who give notice of intention to cancel their enrolment less than 28 days prior to the start of a new term are liable for and must pay the next Term's fees.
- 14) **VET courses only:** Tuition fees have been apportioned in equal installments across the total study duration (e.g. 4 equal semester payments across 2 years). As the first 12 to 18 months have a higher tuition cost, students who:
  - a) request results or certificates, and/or
  - b) default or withdraw prior to completing all enrolled coursesmust pay the difference in fees paid to date and the fees on their offer letter, at the time of their request, default or withdrawal. This fee is calculated on a pro rata basis for study completed and must be paid prior to results and/or certificates being issued.
- 15) Students may be precluded from attending class, receiving results, sitting tests / exams if tuition fees have not been paid in full by the date written on their invoice.
- 16) Late fees can incur a \$50 charge if payment is not received by the due date.
- 17) Academia International is not responsible for any monies paid to agents or 3<sup>rd</sup> parties.
- 18) If students need to repeat a subject(s) a pro rata tuition fee is payable. Re-assessments during the current study term will incur \$0 charge. Re-assessments taking place outside the current study term will incur \$50 fee for theory and \$100 fee for practical re-assessments. Where multiple re-assessments can be clustered to be undertaken in a single day, a single fee of \$50 or \$100 will only apply. Where a medical certificate is provided, dated on the original date of assessment with proof of payment of doctor's visit - no charge for re-assessment.
- 19) Replacement costs in case of loss: \$2 for lanyard, \$10 for student ID, \$15 for re-issuing qualifications. Printing replenishment after using initial 400 pages quota provided: 10 cents / page
- 20) Fees are subject to change. Academia International will maintain the tuition fee price for enrolled students as long as the student commences and completes their tuition as per original dates specified for all enrolled studies at Academia International.
- 21) Payments made by credit cards will incur a 2% processing surcharge.

## TRANSFER

- 22) When a student requests and is permitted to transfer to another Academia course or shift (e.g. Evening to Day), unearned fees paid will be credited to the new course. The tuition list price difference at the time of change must be paid for the transfer to be approved.
- 23) Dietary (e.g. working with Meat) or Religious requirements (e.g. studying on a Saturday or with Alcohol or Pork) are not deemed as valid reasons for a transfer or course date schedule change. The student needs to read the course outline to understand whether it has any impact on their dietary / religious requirements prior to applying at Academia International.

## DIAC

- 24) Students understand that they must meet and abide by the Department of Immigration and Citizenship (DIAC) conditions. If they fail to do so, Academia International

- is obligated to report the student to DIAC where their student visa may be cancelled. The student needs to:
- a) Maintain satisfactory academic progress
  - b) Remain enrolled in full time study of at least 20 hours per week
  - c) Ensure fees payment is on time and in full
  - d) Notify Academia International in writing within 7 days of changes to residential address

## GENERAL

- 25) The information I have provided is true and correct to the best of my knowledge.
- 26) I must comply with policies and rules of Academia International and agree that I have reviewed these before making this application for enrolment, and that these will be re-iterated at the induction and orientation program.
- 27) I must attend class and meet the requirements of the program.
- 28) I am aware that school-aged dependants accompanying me will be required to pay full fees at a private or government school in Australia.
- 29) Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. I agree that I meet the minimum course entry requirements as stated on Academia International's brochure or website
- 30) I agree that Academia International may use my image and testimonials in its advertising/marketing unless I check the following check box:  
 I opt out in Academia using my image / testimonials.
- 31) I understand that Academia International delivers its courses through day and evening sessions Monday to Saturday from 8:00am to 10:00pm. I also understand that Academia International exercises the sole right in the days of the week and shifts (day versus evening) when timetabling students. This is determined on availability of resources (trainers & class rooms). I understand that Academia International will review students' requests for time table changes but can not guarantee these for whatever reason whether dietary, work related or religious.
- 32) I understand that if I am unable to commence by the date as per the issued COE, my new date of commencement is at the discretion of the course coordinator.
- 33) I understand that I must supply in writing prior education qualifications including English tests if applicable and passport and visa copies prior to course commencement. English students must successfully sit a language proficiency test prior to commencing a vocational course.
- 34) Academia International shall be under no liability whatsoever to any student for any injury, loss or damage sustained at or upon the School's premises howsoever caused and whether in respect of any negligent act or omission by Academia International, its employees, agents, servants or otherwise.

## ACADEMIA WEBSITE INFORMATION REVIEW

I have read and understood the additional information provided to me at <http://www.academia21.com> as it relates to my rights and obligations prior to enrolling.

## PRIVACY STATEMENT

Academia International is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' previous qualifications, individual welfare needs, and credit ratings plus report any changes of Student enrolment or breach of Visa conditions to DIAC.

## STUDENT DECLARATION

I have read, understood and agree to the above WEBSITE REVIEW, REFUND, FEES, TRANSFER, DIAC, PRIVACY and GENERAL terms and conditions of enrolment

Student

Signature: \_\_\_\_\_

Student

Name: \_\_\_\_\_

Date dd/mm/yyyy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Academia Signature: \_\_\_\_\_

Academia Date

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_