



## APPLICATION FOR ADMISSION

**Note: Information contained in this document is utilised in accordance with Austral College of Technology Privacy Policy**

### SECTION 1. PERSONAL DETAILS *(Please choose by placing an X in the boxes that apply to you)*

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other:
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth:		
Surname:					
Given Names:					
Nationality:					
DHA Office from where you would file your VISA from					

### SECTION 2. CONTACT DETAILS

#### Address (Home Country)

Address:			
Home Phone:		Mobile:	
Email:			

#### Address (Australia)

Address:			
Suburb:			
State:		Postcode:	
Phone (Home):		Phone (Work):	
Mobile:		Fax:	
Email:			

#### Guardian Details (If Applicable)

Name:			
Relationship:			
Address:			
Suburb:			
State:		Postcode:	
Phone (Home):		Phone (Work):	
Email:			

#### Correspondence Address

Correspondence Address:	<input type="checkbox"/> Home Country	<input type="checkbox"/> Australia	<input type="checkbox"/> Agent Address (Part 5)
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**SECTION 3. PASSPORT DETAILS**

Passport Status:	<input type="checkbox"/> Issued Date	<input type="checkbox"/> Pending
Passport Issued By:		
Passport Number:		
Passport Expiry Date:		

**NOTE: A CERTIFIED TRUE COPY OF YOUR ORIGINAL DOCUMENTS MUST BE PROVIDED AS PART OF YOUR APPLICATION**

Verified By (Print Name):	
Date:	
Signed:	

**SECTION 4. VISA DETAILS**

VISA Type (If Held)			
<input type="checkbox"/> Student	<input type="checkbox"/> Working	<input type="checkbox"/> Visitor	<input type="checkbox"/> Bridging
VISA Status:	Issued Date	Visa Subclass	
VISA Number:			
VISA Expiry Date:			
Are you in Australia now:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If you do not currently hold a valid VISA please complete the following:

Location of Lodgement:	Country:	City:
Date of Intended Application:		

**A certified true copy of your original documents must be provided as part of your application****SECTION 5. EDUCATION AGENTS**

Education Agent:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name:		
Address:		
Phone (Home):	Phone (Work):	
Mobile:	Fax:	
Email:		
Agent stamp:		

**SECTION 6. OVERSEAS STUDENT HEALTH COVER (OSHC)**

OSHC Arranged	Yes (Part A) <input type="checkbox"/>	No (Part B) <input type="checkbox"/>
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**Part A – Insurer Details**

Name of Insurer:	
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Member Number:	
Date of Expiry:	

**Part B – Austral College of Technology to arrange:**

Cover Type – Single:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
Cover Type – Family:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
Cover Type –Double:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 9 Months	<input type="checkbox"/> 12 Months
From Date:		To Date:		

1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).
2. The length of your OSHC MUST cover the total length of your course(s)

**SECTION 7. ENGLISH LANGUAGE PROFICIENCY** *(Please choose by placing an X in the boxes that apply to you)*

Assessment Type (Please tick)	Score	Date Achieved
<input type="checkbox"/> IELTS		
<input type="checkbox"/> TOEFL		
<input type="checkbox"/> Other		
Exemption applies (see below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**English language exemptions**

If you fall into one of the following student categories, you are exempt from providing evidence of English language proficiency requirements with your visa application:

students enrolled in fulltime school studies as a principal course, including secondary exchange programmes; postgraduate research courses; standalone English Language Intensive Course for Overseas Students (ELICOS); and Foreign Affairs or Defence sponsored students

students who have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

citizens and passport holders of one of the following English-speaking countries: UK, USA, Canada, NZ or Republic of Ireland

students who have successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level, in the two years before applying for the student visa.

Do you need any additional support?  Yes  No

Specify:

**SECTION 8. EMPLOYMENT**

Are you employed in Australia  Yes  No

If yes which of the following best describes your current employment status?

<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed-seeking full time work	<input type="checkbox"/> Unemployed-seeking part time work
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Not employed - not looking for work	<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Employer

**SECTION 9. REASONS FOR STUDY**

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Required as part of my job	<input type="checkbox"/> To develop my business
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<input type="checkbox"/> To start my own business	<input type="checkbox"/> To start a new career in a different field	<input type="checkbox"/> To gain knowledge in another course	<input type="checkbox"/> To gain new skills
<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> Other:		

**SECTION 10. DISABILITY STATUS** (Please choose by placing an X in the boxes that apply to you)

Do you suffer from any physical / mental disability that may affect your participation in the course?

 Yes – Please complete below  No – Go to section 11

Disability, Impairment or Long-Term Condition

<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified

**SECTION 11. QUALIFICATION SELECTION** (Please choose by placing an X in the boxes that apply to you)

Qualification / Course Name	CRICOS Code	Duration	Yes	Intake
CPC30211 – Certificate III in Carpentry	0101630	93 weeks	<input type="checkbox"/>	
CPC50210 – Diploma of Building and Construction (Building)	0101633	64 weeks	<input type="checkbox"/>	

**Note: Details of Intake Numbers can be obtained from our Course Schedule or by contacting us****SECTION 12. RECOGNITION OF PRIOR LEARNING / CREDIT APPLICATION**Would you like to make an application for RPL / Credit: Yes  No *Note: You can download an RPL / Credit Application by contacting us*

If you are seeking credit recognition, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information etc., so that ACOT can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL /CT Form at Austral College reception.

**SECTION 13. EDUCATION DETAILS**

What is the last School / College / University that you attended in Australia?

 Bachelors or above  Degree  Advanced Diploma  Diploma  Certificate IV  Certificate III  
 Certificate II  Certificate I

What is your highest level of education COMPLETED in Australia?

 Year 12  Year 11  Year 10  Year 9  Year 8 or lower  Did not go to school

Year when school completed:

In case of overseas qualification, has the qualification been skill assessed in Australia?  YES  NO

**Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or an ACOT education agent representative. Academic records not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and documentation (e.g. employer reference, curriculum vitae etc.)**

**SECTION 14. ACCOMMODATION REQUIREMENTS**

Do you require Austral College of Technology to arrange accommodation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What type of accommodation arrangements would you like?	Shared	<input type="checkbox"/>	Private	<input type="checkbox"/>
Do you require Austral College of Technology to arrange for Airport pickup?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Any other additional information:

**SECTION 15. MARKETING**

How did you find out about this course?

- Advertisement    Newspaper    Internet    Friends    Agent  
 Search engines/google  
 Other, specify:

**SECTION 16. PAYMENT DETAILS**

Applications submitted to Austral College of Technology must be accompanied by a NON-REFUNDABLE Application Fee of AUD200.

This fee applies to all applications directly to Austral College of Technology or through Skills' agents. Payment details must be included with this application form

**Credit Card Payment for AUD200**

VISA       MasterCard       Other:

Credit Card Number:																				
Cardholder Name:																				
Cardholder Signature																				
Expiry Date:																				

Bank Cheque for AUD200 made payable to Austral College of Technology

Bank Transfer for AUD200 made payable to Austral College of Technology

Account Name:	Austral College of Technology
Account Number:	14391099
BSB Number:	063010
Bank Name:	Commonwealth Bank
Branch Address:	385 Bourke Street, Melbourne VIC 3000
SWIFT Code:	CTBAAU2S

**SECTION 17. DECLARATION**

I understand the Terms and Conditions, the Privacy Policy and the Cancellation and Refund Policy of Austral College of Technology and confirm that I have been fully advised of the fees, cancellation and refund conditions and conditions of enrolment and I agree to be a student at Austral College of Technology

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the Entry Requirements, the Privacy Policy and the Cancellation and Refund Policy of Austral College of Technology (ACOT) provided to me along with this application. I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at ACOT. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment

I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Name:	
Signature:	

Date:

**SECTION 18. APPLICATION CHECKLIST**

Have you:

Your Initial	Description	Your Initial	Description
	Completed all sections of this application		Attached certified true copies of your English Proficiency
	Attached certified true copies of your VISA		Attached any other relevant documentation
	Attached certified true copies of your Passport		Completed the payment details
	Attached certified true copies of your qualifications		Read and signed the declaration (Section 17)
	Read the terms and conditions section 1 – 7 starting on page 7		

**Contact us****Email:** [admin@australcollege.vic.edu.au](mailto:admin@australcollege.vic.edu.au)**Head Office Address:** Level 2, 382 Lonsdale Street Melbourne, VIC, 3000**Web address:** [www.australcollege.vic.edu.au](http://www.australcollege.vic.edu.au)**Contact phone:** 03 9088 1668 or 0422 268 091**Contact name:** Sharon Chan**RTO No.:** 45568**CRICOS Provider Code:** 03820F**TERMS AND CONDITIONS****SECTION 1: FEES AND CHARGES**

A NON-REFUNDABLE application fee of AUD200 is processed as part of your Application for Enrolment  
Payment of fees must be made by the due date, otherwise penalties may apply.

**Course fees**

Qualification	Tuition fee	Application	Term payment plan or monthly payment plan
<b>CPC30211 - Certificate III in Carpentry</b>	Tuition - \$19,000	Application - \$200	Monthly payment plan approx. \$830.00 per month over 23 months
<b>CPC50210 - Diploma of Building &amp; Construction (Building)</b>	Tuition - \$14,000	Application - \$200	Monthly payment plan approx. \$940 per month over 15 months

Note: It is your responsibility to keep the copy of the agreement to enter into course of study, in addition to receipts of any payment of tuition and non-tuition fees.

**Other fees**

Initial Deposit:

\$1500

RPL Fees and Charges:	\$660 per unit
Replacement of Learning Material:	At cost
Replacement of Certificate or SOA	\$55
Reissue of ID Card:	\$55
Late Payment Fee:	Late payment administration cost of \$330
Unit Re-earning / Re-enrolment Fee:	\$550
Change of Course Fee:	\$550
Course Variation Fee:	\$330
Re-assessment:	Student is given 3 attempts free of charge. Student can request to be re-assessed after the 3 attempts at a cost of \$330 per unit and any attempt thereafter.
Academic Misconduct:	Student is given 1 warning letter free of charge. Student will be charged at a cost of \$330 per warning letter thereafter.
Extension CoE / Training Duration:	\$330
Overseas Student Health Cover (OSHC):	<p>Quotation arranged at the time of application. \$330 administration service fee if arranged on your behalf. OSHC must be purchased prior to arrival in Australia.</p> <p>(<a href="https://oshcaustralia.com.au/en/quote?adults=1&amp;children=0&amp;start=2017-01-01&amp;finish=2018-01-01&amp;source=get-a-quote&amp;source=fp-quote-builder">https://oshcaustralia.com.au/en/quote?adults=1&amp;children=0&amp;start=2017-01-01&amp;finish=2018-01-01&amp;source=get-a-quote&amp;source=fp-quote-builder</a>)</p> <p>Note: You must maintain a valid OSHC to cover the full period of your visa. Consult with your OSHC provider about the range of benefits your policy covers. Find more information at the Department of Immigration and Border Protection.</p>
Airport Pickup:	Quotation arranged at the time of application. \$330 administration service fee if arranged on your behalf. Bookings must be made at least 2 weeks prior to arrival.
Accommodation:	Quotation arranged at the time of application. \$330 administration service fee if arranged on your behalf. Advice will be provided free of charge. ( <a href="http://www.homestaydirect.com.au/">http://www.homestaydirect.com.au/</a> )

## SECTION 2: REFUNDS

Refunds are only available under certain conditions

To apply for a refund, you must submit a Refund Request Form and any other supporting documentation

Course Fees are not transferrable to another provider

All processed refunds will be paid to the nominated back account in Australian Dollars only

A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy

You have the right to appeal any decision made regarding the refund process

Approved refunds are paid in 14 days

### Table of Refunds

Type	Timeframe	Amount Refunded	Documents
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<b>VISA Refusal</b>	Before commencement of course	All FEES minus the NON-REFUNDABLE application fee of AUD200	Refund Request Proof of VISA Refusal
<b>Visa Refusal Packaged courses</b>	In the event where a student enrolls in a Package Program and the first course has commenced and the student visa is refused before the commencement of second course.  Note if there is no proof of refusal of visa provided then no refunds can be applied	The refund amount for the commence course is based on a pro rata tuition fee less the NON-REFUNDABLE application fee of AUD200  If the student has paid any tuition fee for the second course, refund All FEES minus the NON-REFUNDABLE application fee of AUD200	Refund Request Proof of VISA Refusal
<b>VISA Renewal Refusal</b>	After the course has commenced	Nil	Refund Request Proof of VISA Refusal
<b>VISA Removal for breach of conditions</b>	At any time	Nil	Refund Request Proof of VISA Refusal
<b>Withdrawal, Transfer or Enrolment Cancellation</b>	Greater than 28 days before commencement of the course	All FEES minus the NON-REFUNDABLE application fee of AUD200 minus AGENT Commissions Paid	Refund Request Letter of Offer DSC Form
	Less than 28 days before commencement of the course	50% of FEES minus the NON-REFUNDABLE application fee of AUD200 minus AGENT Commissions Paid	Refund Request Letter of Offer DSC Form
	After the course has commenced  If applicable: No refund will be issued which includes all monies paid to Austral College of Technology for Overseas Student Health Cover (OSHC), airport pick up, accommodation booking and board.	Nil	Nil
<b>Default by Austral College of Technology includes:</b>	The course does not begin on the agreed commencement date, or	Full Refund	Nil
<b>Default by Austral College of Technology includes:</b>	The course ceases to be provided at any time after it commences but before it is completed, or  The course is not provided in full to the student because a sanction has been imposed on the registered provider or any other reason.	Pro rata refund  The refund amount = weekly tuition fee x the number of weeks in the default period  a. The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar.  b. The number of weeks in the default period = number of calendar days from the default day	



		to the end of the period to which the payment relates / 7	
Default by student	<p>The student failed to pay an amount he or she is liable to pay in order to undertake the course.</p> <p>The student breached a condition of his or her student visa.</p> <p>Misbehaviour by the student</p> <p>If a student fails to attend a course after the start of the Course.</p> <p>In the event that the student seeks and is granted approval by Austral College of Technology to transfer to another provider prior to completion of six months study of the principal course</p>	Nil	Nil
Student paying by <b>instalments</b>	If a Student chooses to pay Tuition Fees on an instalment basis on an agreed payment plan	No refund will be issued for any course money (paid on instalment basis). Instalments paid will be for course fees due and payable to the college for services already rendered	Nil
<b>Refund Conditions</b>			
Recognition	<p>At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed &amp; granted after the student provides sufficient evidence, If the Credit Transfer allows shortening of the duration of the course pro-rata fees will be worked out and offered to the student. Once the student accepts this offer, there will be no further reduction of the fee</p> <p>There is no refund for recognition of prior learning assessments after enrolment, where Recognition resources and services have been supplied to the client</p>		
non-disclosed fees	Fees not listed in this refund section are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course		
<b>Increased</b> fees	Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.		
commencement date	If a student withdraws after any number of deferrals, the date on the original CoE will be considered for the purpose of determining the date of commencement of semester/course in relation to the college refund policy and other related policies		

### SECTION 3: COMPLAINTS AND APPEALS

Whilst studying at Austral College of Technology you have the right to access the Complaints and Appeals process at any time.

You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

### SECTION 4: VISA REQUIREMENTS

The Australian Government has specific guidelines for the issue and management of student VISAs. The failure to comply with these conditions may result in your VISA being revoked at you returned home.

As an education provider, Austral College of Technology has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.

Austral College of Technology will monitor this and advise you if you are failing to meet to the minimum requirements.

Austral College of Technology is required to report any issues relating to this to DHA

#### **SECTION 5: DEFERRAL, SUSPENSION OR CANCELLATION OF COURSE**

Austral College of Technology has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.

If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then Austral College of Technology is required to inform DHA of this at the earliest available opportunity.

The student is also required to contact DHA to ascertain any changes in their VISA conditions.

#### **SECTION 6: CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING**

Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application prior to commencement of training and where necessary:

Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),

Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.

Students are required to submit the Credit Transfer or RPL Application form in order to have the Credit Transfer or RPL formerly assessed.

#### **SECTION 7: PRIVACY**

We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party, we will obtain written consent from the relevant student prior to release of any information

Should students seek access to their information we have a documented procedure requiring authorisation before this can occur.