



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: <input type="text"/>
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: <input type="text"/>
Email:	

Address (Australia)

Address:	
Suburb:	
State:	Postcode: <input type="text"/>
Phone (Home):	Phone (Work): <input type="text"/>
Mobile:	Fax: <input type="text"/>
Email:	

Guardian Details (If Applicable)

Name:	
Relationship:	
Address:	
Suburb:	
State:	Postcode: <input type="text"/>
Phone (Home):	Phone (Work): <input type="text"/>
Email:	

Correspondence Address

Correspondence Address: Home Country Australia Agent Address (Part 5)

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:	
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
<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

For personal interest or self-development 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
CPC30220 – Certificate III in Carpentry	104880J	93 weeks	<input type="checkbox"/>	
CPC50220 – Diploma of Building and Construction (Building)	103761B	64 weeks	<input type="checkbox"/>	
BSB40120 – Certificate IV in Business	110359J	52 weeks	<input type="checkbox"/>	
BSB50420 – Diploma of Leadership and Management	110360E	52 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?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friends <input type="checkbox"/> Agent <input type="checkbox"/> Search engines/google <input type="checkbox"/> Other, specify:
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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

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> 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

Head Office Address: Level 2, 382 Lonsdale Street Melbourne, VIC, 3000

Web address: 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	Material fee	Application fee	Term payment plan or monthly payment plan
CPC30220 - Certificate III in Carpentry	Tuition - \$20,000	Material - \$1000	Application - \$200	Monthly payment plan approx. \$870.00 per month over 23 months
CPC50220- Diploma of Building & Construction (Building)	Tuition - \$14,000	Material - \$150	Application - \$200	Monthly payment plan approx. \$940.00 per month over 15 months
BSB40120 – Certificate IV in Business	Tuition - \$6,000	-	Application - \$200	Monthly payment plan approx. \$550.00 per month over 11 months
BSB50420 – Diploma of Leadership and Management	Tuition - \$6,000	-	Application - \$200	Monthly payment plan approx. \$550.00 per month over 11 months

Note: It is your responsibility to keep the copy of the agreement to enter 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):	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. (https://oshcaustralia.com.au/en/quote?adults=1&children=0&start=2017-01-01&finish=2018-01-01&source=get-a-quote&source=fp-quote-builder) 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.
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. (http://www.homestaydirect.com.au/)

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 bank 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
VISA Refusal	Before commencement of course	All FEES minus the NON-REFUNDABLE application fee of AUD200	Refund Request Proof of VISA Refusal
Visa Refusal Packaged courses	In the event where a student enrolls in a Package Program and the first course has commenced and the student visa is refused	The refund amount for the commence course is based on a pro rata tuition fee less the NON-REFUNDABLE application fee of AUD200	Refund Request Proof of VISA Refusal
	before the commencement of second course. Note if there is no proof of refusal of visa provided then no refunds can be applied	If the student has paid any tuition fee for the second course, refund All FEES minus the NON-REFUNDABLE application fee of AUD200	
VISA Renewal Refusal	After the course has commenced	Nil	Refund Request Proof of VISA Refusal
VISA Removal for breach of conditions	At any time	Nil	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	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

	<p>Less than 28 days before commencement of the course</p>	<p>50% of FEES minus the NON-REFUNDABLE application fee of AUD200 minus AGENT Commissions Paid</p>	<p>Refund Request Letter of Offer DSC Form</p>
	<p>After the course has commenced</p> <p>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.</p>	<p>Nil</p>	<p>Nil</p>
<p>Default by Austral College of Technology includes:</p>	<p>The course does not begin on the agreed commencement date, or</p>	<p>Full Refund</p>	<p>Nil</p>
<p>Default by Austral College of Technology includes:</p>	<p>The course ceases to be provided at any time after it commences but before it is completed, or</p> <p>The course is not provided in full to the student because a sanction has been imposed on the registered provider or any other reason.</p>	<p>Pro rata refund</p> <p>The refund amount = weekly tuition fee x the number of weeks in the default period</p> <p>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.</p> <p>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</p>	
<p>Default by student</p>	<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>Misbehaviors 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>	<p>Nil</p>	<p>Nil</p>
<p>Student paying by instalments</p>	<p>If a student chooses to pay Tuition Fees on an instalment basis on an agreed payment plan</p>	<p>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</p>	<p>Nil</p>

Refund Conditions	
Recognition	At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & 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
non-disclosed fees	There is no refund for recognition of prior learning assessments after enrolment, where Recognition resources and services have been supplied to the client 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
Increased 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 deferments, 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.