

# International Enrolment Application

Wide Bay Institute of TAFE CRICOS Provider No. 02013A

## Personal information

Family name:	<input type="text"/>	Given names:	<input type="text"/>
Nationality:	<input type="text"/>	Date of birth:	<input type="text"/>
Passport number:	<input type="text"/>	Visa number:	<input type="text"/>
Passport expiry:	<input type="text"/>	Visa expiry:	<input type="text"/>
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Visa type:	<input type="checkbox"/> Tourist <input type="checkbox"/> Student <input type="checkbox"/> Other
Home address:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Fax:	<input type="text"/>
City location of Australian Embassy where you will lodge your visa application:		<input type="text"/>	

## Dependant details (if applicable)

Dependants accompanying you to Australia?  Yes  No If yes, how many? *Please give full details below*

Name 1:	<input type="text"/>	Date of birth:	<input type="text"/>	Name 2:	<input type="text"/>	Date of birth:	<input type="text"/>
Name 3:	<input type="text"/>	Date of birth:	<input type="text"/>	Name 4:	<input type="text"/>	Date of birth:	<input type="text"/>

## Agent information (if applicable)

Agent name:	<input type="text"/>	Fax number:	<input type="text"/>
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## Language and education

Level of education:  High school (Year completed: \_\_\_\_\_ Level: \_\_\_\_\_)  College  University

*Please attached certified copies of qualification from the highest grade level achieved or completed*

Is English your first language:  Yes  No

If no, have you passed a recognised English language test in the last 12 months?  Yes  No

If yes, what was your result? \_\_\_\_\_ A certified copy of your test results must be attached to this application.

## Program details *Please fill in the type of program and desired start dates*

<input type="checkbox"/> English program (ELICOS)	Program length: _____ weeks	Start date:	<input type="text"/>
<input type="checkbox"/> Scholarship offers	<input type="checkbox"/> 12 + 3 <input type="checkbox"/> 20 + 4	Start date:	<input type="text"/>
<input type="checkbox"/> TAFE program*	Course name: <input type="text"/>	Start date:	<input type="text"/>

Will this program be your principal course of study while in Australia?  Yes  No

\* All Certificate and Diploma programs require an IELTS level of 5-5.5. Please note that your preferred program of study may not be available at time of application

## Accommodation, airport reception and OSHC

Will you require Wide Bay Institute of TAFE to find you Homestay accommodation?  Yes (\$180/wk)  No

Will you require us to make your travel arrangements from the airport to Wide Bay Institute of TAFE?  Yes (\$120)  No

*If yes, please fax this form immediately once the flight is booked*

Do you require Wide Bay Institute of TAFE to arrange your Overseas Student Health Cover?  Yes  No

## Explanation of current fees

Application Fee:	Students are responsible for the payment of an Application Fee of \$175.00		
OSHC – Overseas Student Health Coverage single:	1 month = \$29.00	3 months = \$87.00	6 months = \$174.00
	9 months = \$261.00	12 months = \$348.00	24 months = \$661.20
	<i>Alternative duration cover costs are available, including family cover</i>		

Other fees: Students may be responsible for covering the cost of individual textbooks, stationery, uniforms, materials, tools or other items of equipment necessary for the program.

## Declaration by applicant

*I certify that the information on this form and the supporting documentation are correct and complete. I authorise the institute to obtain other details relating to my academic record. 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 have read the pre-enrolment information and agree to the terms and conditions, including the refund and transfer information (refer pre-enrolment information).*

*The Department of Education, Training and the Arts is collecting the information on this form for airport reception and transportation purposes. Only authorised departmental officers have access to this information and the department usually gives some or all of this information to transport providers. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.*

**Signed** (student or parent/guardian if under 18 years): \_\_\_\_\_ **Date (d/m/yr):** / /

## Refund, Transfer, Deferral and Cancellation Policy

This agreement does not remove the right to take further action under Australia's consumer protection laws. Wide Bay Institute of TAFE's dispute resolution processes do not circumscribe your right to pursue other legal remedies.

### Visa

- A We will refund your tuition fees less an \*administration charge of \$500 if:
1. your initial application for a visa is rejected; or
  2. you are granted Permanent Resident status during your English Language or Formal Studies; or
  3. the institute excludes you from continuing your English Language or Formal Studies; or
  4. your application for a visa extension is rejected or your existing visa is cancelled by the Department of Immigration and Citizenship.
- B We will not refund your tuition fees until you satisfy the form requirements for payment of refunds and provide us with a copy of the official document(s) which confirms that:
1. your initial application for a visa is rejected; or
  2. you are granted Permanent Resident status during your English Language or Formal Studies; or
  3. the institute excludes you from continuing your English Language or Formal Studies; or
  4. your application for a visa extension is rejected or your existing visa is cancelled by the Department of Immigration and Citizenship.

### Withdrawal, Transfer, and Deferral from the English Language Course (ELC)

- A If you withdraw or transfer from your English Language Course (ELC) for any reason (except initial visa rejection):
1. more than 28 days before the program begins, we will refund the tuition fees for the ELC less a 20% administration fee
  2. less than 28 days before the program begins, we will refund the tuition fees for the ELC less a cancellation fee (which may amount up to 12 weeks of the ELC tuition fees).
  3. after the program begins, we will NOT refund any tuition fees paid for the ELC. However, the Institute Director may refund your ELC tuition fees less a 20% administration fee if you transfer to an institute that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students.
- B We will transfer your ELC tuition fees that are in credit to your formal program under the following terms and conditions:
1. you successfully meet the English Language Entry requirements and all other conditions of entry to a TAFE Queensland program during your ELC; and
  2. at least four (4) weeks of fees to be transferred
- We will not transfer your ELC tuition fees under any other circumstances.
- C If you defer your ELC before it begins, then we may hold your tuition fees until you re-commence this program. If you defer your ELC after it begins, then
1. we may hold these funds as non-refundable credit
  2. we may hold these funds in blocks of 6 weeks credit
  3. you cannot resume your program until a new Offer of Place has been issued to you by Wide Bay Institute of TAFE.
- If you defer and subsequently withdraw from the ELC, tuition fees will NOT be refunded.
- D If Wide Bay Institute of TAFE cannot deliver the program (defaults), a full refund will be given as outlined in the 2000 Act of the Australian Education Services for Overseas Student legislation (ESOS Act 2000 and ESOS Legislation 2001).

### Withdrawal, Transfer, or Deferral from a Formal Course

- A If you withdraw from your formal program for any reason, (except initial visa rejection):
1. more than 28 days before the program begins, we will refund the first semester of your tuition fees, less an Administration Charge of 10% of this instalment.
  2. less than 28 days before the program begins, we will refund the first semester of your tuition fees, less an Administration Charge of 20% of this instalment.
  3. after the program begins, we will NOT refund the semester's tuition fees.
- B If you want to transfer to another institute, the Wide Bay Institute of TAFE Institute Director may refund your formal program tuition fees less a 20% administration fee if you transfer to an institute that is registered with the Commonwealth Register of Institutions and Course for Overseas Students.
- C If you defer your formal program before it begins, then we may hold your tuition fees until you re-commence this program. If you defer your formal program after it begins, then:
1. we may hold these funds as non-refundable credit.
  2. you cannot resume your program until a new Offer of Place has been issued to you by Wide Bay Institute of TAFE.
- If you defer and subsequently withdraw from the formal program, tuition fees will NOT be refunded.

### Conditional Offers

It is your responsibility to provide Wide Bay Institute of TAFE with evidence that you have satisfied the conditions of entry to your program as stated in the Letter of Offer, before that program begins. You may not begin your studies if you fail to satisfy these conditions of entry. Sections A, B, and C above apply if you fail to satisfy the conditions of entry and cannot begin your formal program studies at WideBay TAFE.

### Payment of Refunds and Transfer of Fees

- A All requests for refunds or transfer credit are subject to the approval of the Institute Director.
- B All requests for refund of any monies must be made in writing to Wide Bay Institute of TAFE.
- C Approved refunds may be transferred to another institute that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students.
- D All requests for refunds or transfer credit will be reviewed and actioned within 21 working days of application receipt date

**Signed** (student or parent/guardian if under 18 years): \_\_\_\_\_ **Date (d/m/yr):** / /

\* Administration charges are costs incurred for processing international application and associated documentation