



## NSW Business College Student Application Form & Agreement

### PART A - PERSONAL INFORMATION & EDUCATION

Personal Details	Visa & Overseas Student Health Cover (OSHC) (International students)
Family Name:	I will be studying at Australian International College:
Given name:	Do you have a current Australian visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth:	If yes, what visa type?
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<ul style="list-style-type: none"> <li>• <b>Visa type</b> (Please tick):</li> <li><input type="checkbox"/> Student <input type="checkbox"/> Working Holiday</li> <li><input type="checkbox"/> Tourist <input type="checkbox"/> Other (Please specify) _____</li> <li>Expiry date: _____</li> </ul>
Australia Address:	<ul style="list-style-type: none"> <li>• <b>DIBP for COE</b> (If applicable): _____</li> </ul>
Home Country Address:	Do you require AIC to arrange Student Health Cover (OSHC) for you?
State:	<input type="checkbox"/> Yes (If required, please tick the type of cover you require):
Postcode:	How many months? _____ months (From _____ To _____)
Home phone:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Mobile:	<input type="checkbox"/> No
Email:	
Country of Birth:	<b>Accommodation &amp; Arrival Services</b> (International students)
Nationality:	Please tick (✓) if you require: <input type="checkbox"/> Homestay <input type="checkbox"/> Airport pickup
Passport Number:	<b>Disability</b>
<b>Emergency Contact Details:</b>	Do you consider yourself as having a disability, impairment or long-term condition?
Name:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Address:	If yes, please indicate the condition
State:	<input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual
Postcode:	<input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision
Relationship to you:	<input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other
Home phone:	
Mobile Phone:	If other, please give details: _____
Email:	_____
<b>Previous Studies</b>	<b>English Language</b>
What is your highest completed school level? _____	(a) English Proficiency
In what year did you complete the above school level? _____	I have taken a recognised English test in the past two years (e.g. IELTS, TOEFL, TOEIC, PTE)
<b>Previous qualifications achieved</b>	Name of test: _____
Have you successfully completed any vocational qualifications?	Date of test: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Score achieved: _____
If yes, which ones? _____	<i>Please attach copies of any relevant English qualifications.</i>
<b>USI Number</b>	
What is your USI Number? _____	
See the <i>Conditions of Enrolment</i> section of this form for information about how to get your USI if you do not have one.	



## PART B – FEE AND COURSE SELECTION

Business & Management Courses		
Select	Qualification	Duration
<input type="checkbox"/>	<b>BSB20115 Certificate II in Business</b> Criscos Code:091890G	<b>26 weeks</b> (2 terms)
<input type="checkbox"/>	<b>BSB30115 Certificate III in Business</b> Criscos Code:087896B	<b>40 weeks</b> (3 terms)
<input type="checkbox"/>	<b>BSB40215 Certificate IV in Business</b> Criscos Code:087897A	<b>40 weeks</b> (3 terms)
<input type="checkbox"/>	<b>BSB51915 Diploma of Leadership and Management</b> Criscos Code:087725K	<b>52 weeks</b> (4 terms)
<input type="checkbox"/>	<b>BSB61015 Advanced Diploma of Leadership and Management</b> Criscos Code:087726J	<b>52 weeks</b> (4 terms)
Marketing Courses		
<input type="checkbox"/>	<b>BSB30415 Certificate III in Business Administration</b> Criscos Code:090841B	<b>46 weeks</b> (4 terms)
<input type="checkbox"/>	<b>BSB42415 Certificate IV in Marketing and Communication</b> Criscos Code:090842A	<b>46 weeks</b> (4 terms)
<input type="checkbox"/>	<b>BSB52415 Diploma of Marketing and Communication</b> Criscos Code:090843M	<b>46 weeks</b> (4 terms)
<input type="checkbox"/>	<b>BSB61315 Advance Diploma of Marketing and Communication</b> Criscos Code:091891F	<b>46 weeks</b> (4 terms)
Massage Courses (Available for Domestic Students only)		
<input type="checkbox"/>	<b>HLT52015 Diploma of Remedial Massage</b>	<b>70 weeks</b>

## Intake

### 2017

<input type="checkbox"/>	30 Jan 2017
<input type="checkbox"/>	24 Apr 2017
<input type="checkbox"/>	17 Jul 2017
<input type="checkbox"/>	09 Oct 2017
<input type="checkbox"/>	06 Nov 2017

### 2018

<input type="checkbox"/>	29 Jan 2018
<input type="checkbox"/>	26 Feb 2018
<input type="checkbox"/>	23 Apr 2018
<input type="checkbox"/>	21 May 2018
<input type="checkbox"/>	16 Jul 2018
<input type="checkbox"/>	13 Aug 2018
<input type="checkbox"/>	08 Oct 2018
<input type="checkbox"/>	05 Nov 2018

### 2019

<input type="checkbox"/>	28 Jan 2019
<input type="checkbox"/>	25 Feb 2019
<input type="checkbox"/>	22 Apr 2019
<input type="checkbox"/>	20 May 2019
<input type="checkbox"/>	15 Jul 2019
<input type="checkbox"/>	12 Aug 2019
<input type="checkbox"/>	07 Oct 2019
<input type="checkbox"/>	04 Nov 2019

### 2020

<input type="checkbox"/>	27 Jan 2020
<input type="checkbox"/>	24 Feb 2020
<input type="checkbox"/>	20 Apr 2020
<input type="checkbox"/>	18 May 2020
<input type="checkbox"/>	13 Jul 2020
<input type="checkbox"/>	10 Aug 2020
<input type="checkbox"/>	05 Oct 2020
<input type="checkbox"/>	02 Nov 2020

\* Students must complete all units of competency for each qualification. If there are common units of competency in two or more package qualifications on offer, then only the common units need to be successfully completed once.

Additional non-tuition fees		
Enrolment Fee	A\$300	Non - refundable
Materials fee	A\$200 per course	Non - refundable
RPL fee	\$500 per unit	Non - refundable
Credit transfer fee	No charge	
Repeat unit fee	\$300 per unit	Non - refundable
Written Agreement variation fee	No charge	
Bank Transfer Fee	No charge	
Accommodation Services	A\$200	Non - refundable
Airport pick-up (One-way)	A\$100	Non - refundable
Late payment fee	A\$200 for late payment up to 2 weeks after due date	Non - refundable
Assessment late submission fee	A\$100 per week	Non - refundable



## PART C – BACKGROUND AND GTE

### Education Background

All the courses you have undertaken in overseas and/or Australia. Both Qualification and Institution

Courses	Country	Year

### List of Employment ( Complete only if relevant. )

Employer	Position	Year

### Genuine Temporary Entrant ( GTE ) Assessment

About this section This section helps NSW Business College assess whether you meet the Australian Government’s Genuine Temporary Entrant (GET) criteria. It is important that the section is correctly completed and that all required documentation is attached. See [www.border.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf](http://www.border.gov.au/StudyinginAustralia/Documents/direction-no-69.pdf) (If the space provided below is not enough please provide your answers on a separate sheet)

1. What are the reasons for choosing to undertake the specified course of study?

2. How is your selected course of study at this provider relevant to your employment and/or academic background?

3. How will the course benefit you in your future career/educational plans?

4. What specified business opportunities or job offers do you have when you return to your country?

5. What are the reasons for choosing to study in Australia rather than in your home country?

6. Do you have any dependants?

No     Yes – How many? \_\_\_\_\_      Will any dependants     Travel to Australia     Remain at home

7. Have you or your dependants had any previous visa application rejections?

No     Yes – Please provide the reasons



## PART D – PAYMENTS & REFUNDS

### A. Domestic Students

1. *Refunds requested by participants:* After a deposit or instalment payment is made, the refund arrangements are as follows:
  - a) Refund requests must be in writing, signed and dated by the person requesting the refund and delivered to the College in person, by fax or letter.
  - b) 50% of the deposit paid is refundable if a written application is received by the College 28 days or more prior to the proposed course commencement date.
  - c) The deposit is non-refundable for refund applications received by the College less than 28 days before the proposed course commencement date.
  - d) Instalment payments are not refundable.
2. *Course cancellation:* In the unlikely event that the College is unable to commence the course, the initial fee payment and any instalment payments received by the College will be refunded. The refund will be paid within 2 weeks of the day on which the course was cancelled. Alternatively, enrolment in an alternative course may be offered by the College.
3. *Missed payments:* If payments are not made by the due dates, you will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one-week suspension you will have their enrolment cancelled.
4. *Fee changes:* Prior to enrolling, fees may be altered without notice. Once you have 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.
5. Course fees will not be refunded on or after commencement of the course.
6. NSW Business College reserves the right to cancel or reschedule a course. In the case of cancellation, if the new date is unacceptable to the student, all monies paid to NSW Business College will be refunded.

### B. International Students

1. The Enrolment Fees, Accommodation Placement Fees and Airport Pick-up Fees (if applicable) are non-refundable in all cases whether you complete your course or not.
2. Tuition Fees are refundable in full if a visa application is refused by DIBP. NSW Business College reserves the right to retain **\$300 as an administration fee**. Your application for a refund must be made in writing to NSW Business College together with a copy of the visa rejection notification letter from the Australian Embassy/ High Commission/ DIBP.
3. All fees will be refunded in the case of NSW Business College canceling or ceasing to provide a course.
4. Course fees will not be refunded on or after commencement of the course.
5. When you cancel the course;
  - a. If an enrolment is cancelled more than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 30% of tuition fees less administration fee of \$300
  - b. If an enrolment is cancelled less than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 50% of tuition fees less administration fee of \$300
  - c. If you do not commence on the agreed date without any prior notification, or withdraws from the course once it has commenced, there will be no refund.
7. Where two or more courses are packaged, the conditions apply to all elements. If the enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$300. Please note that for packaged courses, the course start date is taken to be the start date of the first course.
8. Where a visa has not been granted in time to start a course on the agreed date, you must contact NSW Business College in writing and NSW Business College will offer another starting date without extra charge otherwise clause 5a., 5b. and 5c. above will apply.
9. All refunds will be made in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia, but sent to your overseas address or through the appointed agent.
10. Any payable refund will be settled within 4 weeks after a written claim is received. In the case of provider default, it will be made within 2 weeks.
11. All clients' requests for refunds must be submitted in writing.
12. All refunds will only be made payable to the person(s) who made the initial payment.
13. Course fees are not transferable to another student or institution.

14. Bank charges are deducted for refunds made by bank draft or electronic transfer.
15. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
16. NSW Business College reserves the right to cancel or reschedule a course. In the case of cancellation by NSW Business College all monies paid to NSW Business College by you will be refunded. In the case of a course being rescheduled, if the new date is unacceptable to you, all monies paid to NSW Business College will be refunded.

**NSW Business College and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.**

## PART E – CONDITIONS OF ENROLMENT

**NSW Business College is responsible for compliance with the Vocational Education and Training (VET) Quality Framework with includes the Standards for Registered Training Organizations (RTOs) 2015, for the quality and standards of the training and assessment services it provides for the range of VET courses under its current scope of operation and for the issuance of AQF certification documentation.**

1. Payments are made by installments for each 10-week period of study. Each installment payment is due no later than the Friday prior to the start of each 10-week block.
2. The payment of fees schedule is outlined on your Letter of Offer.
3. From 1<sup>st</sup> January 2015, all students enrolling or re-enrolling in nationally recognized training require a Unique Student Identifier (USI). You can get your USI online at no cost to you by going to the website [www.usi.gov.au](http://www.usi.gov.au). NSW Business College requires your USI when you enroll. If you need help with getting your USI, please ask Student Services. Qualifications cannot be issued unless you have provided your USI.
4. NSW Business College does not accept students under 18 years.
5. It is the student's obligation to notify NSW Business College of change of address and/ or contact details including email address and telephone number within 7 days of change. This is a requirement so that students may be contacted about matters related to their course of enrolment.
6. Once you have commenced their initial course they may incur an admission fee if they wish to make changes to their course structure, change of class time (if applicable) or change of course.
7. If you cannot attend classes regularly because of compelling circumstances, including health or compassionate grounds supported by independent evidence such as medical certificates, NSW Business College may temporarily suspend the student's course until you can recommence their fulltime studies.
8. You agree to the use of your name and/or image for possible use in education-related marketing and promotional materials.
9. You agree to take care of your own belongings at all times and will not hold NSW Business College responsible for any loss, accident or damage.
10. You agree to follow all lawful and reasonable instructions given by Australian International College, its staff or trainers, while on Australian International College's premises or participating in excursions, field trips or extra-curricular activities.
11. You will not hold NSW Business College or its staff and trainers responsible for any accident, injury or loss that occurs on any excursion, field trip or extracurricular activity.
12. If you terminate or complete a course but have not paid all relevant course fees, you will not be issued with a statement of attainment or certificate until such monies have been paid in full.
13. You are entitled, at no extra cost to students, to a formal statement of attainment on course withdrawal or cancellation prior to completion of the qualification provided and you have paid in full for the tuition fees owed for the units of competency to be shown on the Statement of Attainment.
14. Course credentials (awards, statements of attainment, transcripts, etc.) will not be issued to students who are in breach of any part of this agreement.
15. Students are entitled to two assessment attempts for each unit.
16. If you are unsuccessful after two assessment attempts, they will be required to repeat the unit and you will be required to pay a repeat unit fee. Your intervention program would be apply and may result of extension your coe.
17. Attendance for assessment of units is compulsory. If you do not attend on assessment day, you will be required to carry out the assessment at another time. This will incur an additional assessment fee of \$100.00. if you miss a practical assessment, you will incur the additional assessment fee and an additional materials fee of \$400 to cover the cost of food items that must be purchased to allow you to complete that practical assessment.

### *Testamur Release*



18. Testamurs (certificates, and statements of attainment) will only be reissued after applicants;
  - a) Supply a statutory declaration indicating the reasons for applying for a testamur reissue;
  - b) Confirm their identity using the 100 point system of identification provided to business by Australia Post <http://auspost.com.au/business/in-person-id-checks.html>
  - c) The reissue is approved by the PEO or a person specifically nominated by the PEO to approve a reissued testamur. NSW Business College does not charge for a reissued testamur.

**For International Students**

1. *Payment of Fees:* Fees including tuition fees, enrolment fee, overseas student health cover and other optional fees must be received by the college prior to commencement of study. Fees, course dates and times are correct as of January 2015. NSW Business College reserves the right to vary these conditions at any time without notice.
2. NSW Business College will only charge you 50% of the total tuition fees for your whole course before you start, unless your course is 25 weeks or less, in which case NSW Business College may request full tuition fees (and all other costs) to be paid prior to commence of study.
3. You can pay more than 50% of your tuition fees up front before your course starts if you wish to, however, you are not required to do so.
4. Your Offer Letter will outline the installment schedule for payment of your fees and due dates for these installments to be made. You may pay installments before the due date if they wish.
5. NSW Business College may ask you to pay all remaining tuition fees owed after your course has started in a single installment.
6. If you do not pay fees on the due date, you will receive a ' *Tuition fee non-payment notice*' via email within two days after the payment due date stating that a later fee of \$50 per week will apply for payments received after payment due date. If fees remain unpaid one week after the installment due date, you will receive a ' *Notification of Intention to Report to DIBP*' letter outlining the College's intention to report you to DIBP for breach of student visa conditions unless payment has been made within 20 days of the letter.
7. NSW Business College does not accept students under 18 years.
8. It is your obligation to notify NSW Business College of change of address and/ or contact details including email address and telephone number.
9. Once you have commenced your initial course, you may incur an admission fee if you wish to make changes to your course structure, change of class time (if applicable) or change of course.
10. If you cannot attend classes regularly because of compelling circumstances, including health or compassionate grounds supported by independent evidence such as medical certificates, NSW Business College may temporarily suspend your course until you can recommence your fulltime studies.
11. Students agree to the use of their name and/or image for possible use in education-related marketing and promotional materials.
12. You will not participate in any field trip, excursion or extra-curricular activity unless they have adequate insurance coverage, such as that which may be arranged by NSW Business College on request through Overseas Student Health Cover.
13. To understand the rights and responsibilities for student visa holders it is recommended that prior to enrolment, you should read the ESOS Framework: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
14. If you do not meet your financial obligations throughout your studies, your enrolment may be suspended from your course until you have paid the fees due. Your CoE may be cancelled if fees due to the College remain unpaid.
16. If you terminate or complete a course but have not paid all relevant course fees, you will not be issued with a statement of attainment or certificate until such monies have been paid in full.

**Student's Declaration:**

1. I acknowledge that I have read, understand and accept the terms of Australian International College's Conditions of Enrolment, its Cancellations & Refund Policy and (for international students) my student visa study obligations.
2. I understand that some courses require a prerequisite level of English language for entry.
3. I understand that I will be tested on commencement of my course and, an insufficient English level will result in my having to enroll in an English language course.
4. I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
5. I understand that I must tell NSW Business College immediately if I change my address and/ or contact details.
6. I understand that, if I am an international student, I cannot change my education provider during the first 6 months of my principal course without a written letter of release from Australian International College.
7. I am aware that, if I am an international student, school-aged dependents accompanying me will be required to pay full fees at a private or government school in Australia.
8. I understand that NSW Business College can share information about my course and progress with my recruiting agent.
9. I acknowledge Australian International College's right to change its fees and conditions, cancel or defer courses, and alter course timetables and class locations at any time without notice.
10. I understand that my enrolment at NSW Business College may be cancelled if tuition fee installments are not paid within one week of the due dates outlined in my Offer Letter issued to me prior to my enrolment at Australian International College.
11. I agree, if I am an international student, to adhere to the attendance and work progress conditions of my student visa and, I understand that, if I do not meet these obligations, then I may be reported to DIBP for breach of my student visa conditions.
12. I have provided NSW Business College with my up-to-date email address.
13. Emails sent by the College to my designated email address will be deemed received by me within 2 days of the College sending the email.
14. I declare all information I have given on this form is correct and complete.
15. I declare that I am 18 years of age or older at the time of application.

**Agent's Signature/Stamp**

**Student's signature:** \_\_\_\_\_  
**Student's Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_