



INTERNATIONAL STUDENT ENROLMENT APPLICATION AND AGREEMENT

PERSONAL DETAILS – (Please use block letters and provide personal details as shown in passport)

Family Name (as shown on Passport):			
Given Name(s) (as shown on Passport):			
Citizenship:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:		Date of Birth (dd/mm/yyyy)	/ /
Passport Number:		Passport Expiry Date:	/ /
Australian Visa Number:	V_____<_____	Visa Expiry Date	/ /
Course Requested:		Level:	Start Date:
Do you currently hold Overseas Student Health Cover {OSHC}? N.B. This is compulsory for overseas students.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want the College to arrange Overseas Student Health Cover (OSHC)? (This must be paid for at time of enrolment)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate type of Overseas Student Health Cover required:	Family <input type="checkbox"/> Yes <input type="checkbox"/> No	Single	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an agent representing you with your enrolment application? (If yes, please provide details below)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorised Agent/Representative:			
Student Address in Home Country:			
Suburb/Town/City:		Postcode:	Country:
Address in Australia:			
Suburb/Town/City:		Postcode:	
Phone Number:		Email:	

EDUCATIONAL QUALIFICATIONS

Certified true copies of academic records must be attached. Official English language translations must also be attached if this documentation has been issued in another language. *If your English language score is not equivalent to IELTS 5.5 and you wish to apply for a vocational course, you will need to attempt the College's internal English Vocational Placement Assessment.*

Name of institution:		Highest level achieved:	
English Level:	Nil <input type="checkbox"/>	IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>
	Other <input type="checkbox"/>	Score:	

NB: Documentary evidence must be provided or an approved English test taken before Confirmation of Enrolment can be issued.

Do you require an English Language course? N.B. Our associated English Academy courses are \$295.00 per week.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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DECLARATION (If this form is signed by agent, separate written authority for agent to act on behalf of student must be attached.)

1. By signing the declaration below, I agree to:
 - 1.1. the terms and conditions set out in this form and agree that, if I accept an offer of enrolment at the College, the terms and conditions on this form will form part of the written agreement with the College);
 - 1.2. abide by the policies of the The Illawarra Business College ('College') as amended from time to time and available electronically at www.tibc.nsw.edu.au;
 - 1.3. abide by the regulations set out in the Student Handbook as amended from time to time and made available electronically at www.tibc.nsw.edu.au;
 - 1.4. update the College immediately upon changing my address or other personal details;
 - 1.5. pay all fees due on or before the due date and declare that I have the financial capacity to meet such fees;
 - 1.6. be contacted by the College by any written, verbal or electronic means including email, facsimile, sms, telephone or mail;
2. **AGENT AUTHORITY:** I confirm that I have authorised the education agent detailed above (if any) to deal with the College on my behalf and authorise the College to deal with this education agent (including disclosing my personal information and issuing refunds) in relation to my enrolment application and study with the College or any directly or indirectly related matters. I agree to notify the College immediately if I change my education agent.
3. **POLICIES:** In addition, by signing this declaration, I agree that I have read and understand the following policies made available electronically by the College and located at www.tibc.nsw.edu.au:
 - 3.1. course progress policy and understand that I must satisfactorily complete assessments in order to maintain satisfactory course progress;
 - 3.2. attendance policy and understand that I must attend at least 80% of my course contact hours or risk being reported to the Australian Government;
 - 3.3. student transfer policy and understand that I cannot transfer provides within my first six months of studying my principal course without meeting the requirements of this policy;
 - 3.4. deferring, suspending or cancelling enrolment policy;
 - 3.5. recognition of prior learning policy and understand that if any application made by me for course credit results in a shorter course duration, this may affect my visa conditions and may result in the College notifying the Australian Government of the change to course duration;
 - 3.6. fees policy and understand that the College can change the amount or type of fees it charges students at any time without notice;
 - 3.7. refund policy (an extract of which is also set out overleaf) and understand that I may not be entitled to a full refund if I withdraw from the course before the commencement date;
 - 3.8. students complaints and appeals policy and understand that the availability of a complaints and appeals process does not remove the right to take further action under Australia's consumer protection laws; and
 - 3.9. privacy policy.
4. I confirm that I:
 - 4.1. have read and understand the pre-enrolment information made available electronically by the College and located at www.tibc.nsw.edu.au;
 - 4.2. have read and understand the description of the ESOS framework made available electronically by DEST located at http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf;
 - 4.3. understand that any school-aged dependants accompanying me will be required to pay full tuition fees at a private or government school in Australia;
 - 4.4. agree that the College has the right to change fees, conditions, course timetables and class locations and to cancel or defer courses at any time without notice.

Signature of student	Date
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TERMS & CONDITIONS

FEES The following fees may be charged in addition to tuition fees. Further details on fees will be provided in the Letter of Offer. The College may change its fees at any time without notice.

Registration application fee	\$200.00
Textbooks (up to)	\$700.00
Uniforms & Equipment (Hospitality)	\$500.00

OVERSEAS STUDENT HEALTH COVER (OSHC)

Compulsory health insurance fees for student visa holders arranged through AHM, payable to the College. Extras cover also available at extra charge. Please refer to www.ahm.com.au for more information. Premiums vary depending on length of cover. Premiums below current as at 1 January 2009 and subject to change.

Length of cover	Single	Family
Course length up to 3 months	\$86.25	\$172.50
Course length up to 6 months	\$172.50	\$345.00
Course length 27-52 weeks	\$345.00	\$690.00

INDICATIVE LIVING COSTS

You must have enough money to cover all living expenses before you leave your home country. Whilst you may have the right to work in Australia (depending on your visa conditions), you cannot assume that you will earn enough money through working in Australia to meet your tuition fees or living expenses. The table below is an approximate guide to the costs of living for a single person in Australia. They do not include the costs of telephone calls (including mobiles) or internet connections or tuition fees. Exact costs will vary depending on what your living arrangements will be, where you choose to live, whether you are travelling with a spouse or family, inflation and currency fluctuations.

Item	Annual cost
Bond (one month's rent)	\$600
Telephone connection fee	\$150
Other initial costs	\$1000
Books, stationery	\$1000
Clothing	\$900
Health cover	\$380
Average rent (2 person share)	\$7200
Food	\$7200
Power, phone	\$1800
Travel expenses	\$3000
Other (eg entertainment)	\$3600
Total	\$26830

PAYMENTS – Please do NOT send any payments until you have received a Letter of Offer from us and you wish to accept the offer. The College is unable to accept or process any payments received before such time. Once fees are paid, receipts will be issued directly to students. Payments must be made in Australian Dollars.

- Cash directly to the College
- Bank Cheque, Money Order or Bank Draft payable to Focal Holdings Pty Ltd (no personal or business cheques are accepted);
- Credit Card (Visa or Mastercard)
- Direct Deposit or Telegraphic Transfer to
Focal Holdings Pty Ltd:
Bank: Westpac Bank **Branch:** Bankstown
BSB: 032 061 **Account:** 309104
Swift Code: WPACAU2S

COURSE BREAKS: You may not take holidays at any other times than the College's scheduled holiday periods, except in emergencies, when "special leave" may be granted at the discretion of the College. In cases where special leave is granted, course fees for the period of leave will not be credited to an extension of the course.

MARKETING AND ADVERTISING: By signing this form I consent to the College using my photograph, image, likeness and/or comments for marketing and promotional materials use.

COURSE DELIVERY MODES: Courses may be delivered in a number of modes including face to face, online and may include practical and/or work experience components (which may be delivered outside the College's main campus).

INDEMNITY: By signing this declaration, the student agrees that Focal Holdings Pty Ltd ('Focal'), its officers, trainers, employees, representatives, assigns, associated entities and/or agents shall not be held responsible and/or be under any liability as far as permitted by the laws of Australia (including the laws of the Commonwealth or of any State or Territory) and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student. This includes claims which may be caused by the student in connection with or during the period of the student's attendance at any premises operated by Focal, the student attending activities and/or excursions and/or in any accommodation arranged for the student. The student agrees to pay any direct and/or indirect costs incurred by Focal and agrees also to fully indemnify Focal for any costs and/or liabilities in relation to these activities and/or excursions organised by or on behalf of or with the assistance of Focal or of which Focal has knowledge.

Document Checklist – to be completed prior to issue of CoE:	Tick
Have all sections of this form been completed?	<input type="checkbox"/>
Has the student signed this form?	<input type="checkbox"/>
Has the student been given a copy of the signed Enrolment Form?	<input type="checkbox"/>
Copy of Passport Photo, signature pages attached?	<input type="checkbox"/>
Proof of OSHC attached?	<input type="checkbox"/>
IELTS or other English score certificate/award attached?	<input type="checkbox"/>
Copies of qualifications/awards attached and certified as true and translate?	<input type="checkbox"/>

REFUND POLICY

1. 'Course Money' means any money that a student has paid to the College in order to undertake a course to which the refund application relates. It includes any amounts paid in respect of tuition fees, textbooks, uniforms and equipment, working permit applications and overseas student health cover.
2. 'Direct Expenses' means any portion of Course Money paid in respect of textbooks, uniforms and equipment, working permit applications and overseas student health cover.
3. **Application:** All applications for refund must be made by submitting a signed Application for Refund Form together with all relevant, certified documentary evidence supporting the reasons for the refund application.
4. **Student transfer:** In the case of a refund application where a student is transferring provider before the expiry of their initial 6 months of studying their principal course, refund applications will not be considered until the transfer is approved. This means that students should not lodge their Application for Refund Form until they have been granted a letter of release from the College.
5. **Amounts not refundable:** The registration application fee is not refundable under any circumstances.
6. Except in the unlikely event of Provider Default occurring, moneys paid for Direct Expenses are not refundable where the College has, at the date that the refund application is lodged with the College, incurred costs in obtaining the goods or services for which the Direct Expenses relate. For example, if a student has paid an amount for overseas student health cover and this cover has been arranged by the College, no refund will be issued. For refunds in the case of Provider Default, see section below.
7. **Processing timeframe:** All approved refunds will be provided within 28 days of the College receiving an Application for Refund Form in satisfactory form.

Student Default

8. If a student who has not yet commenced a course informs the college in writing of a cancellation not later than 28 days prior to the commencement of the course the registration application fee plus 20% of the total course money will not be refunded.
 9. If a student cancels their course in writing within or less than 28 days before the commencement date the registration application plus 40% of the total course money will not be refunded.
 10. All applicable fees will be due and payable and no refunds will be issued if the course starts on the agreed starting day, and:
 - 10.1. a student has commenced their course; or
 - 10.2. a student has commenced their course but the College cancels their enrolment because the student fails to pay an amount due to the provider in order to undertake the course; or
 - 10.3. a student does not start the course on the agreed starting day and has not previously advised the College in writing of their intention to withdraw.
 11. In the circumstances listed at (a) and (c) above, the College may in its discretion issue a refund if the student proves to the College's satisfaction that exceptional circumstances existed (such as severe medical illness requiring hospitalisation, death or natural disaster) which prevented the student from commencing the course on the agreed starting day.
 12. **Visa Application Rejection:** Total course fees will be refunded in full (less the registration application fee) if the visa application is rejected by the relevant embassy provided that the original rejection letter is supplied to the College along with the signed Application for Refund Form in satisfactory form.
 13. **Disciplinary Reasons** No refund will be issued if a student's enrolment is cancelled because of student misbehaviour or if a student visa is cancelled due to breaches of visa conditions.
 14. **Provider Default:** In the unlikely event that the College 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 by the College 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.
 15. If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you.
 16. Finally, if ACPET 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.
 17. **Issue of refund:** Refunds will be paid to the student unless the student has nominated an education agent on their International Student Enrolment Application Form in which case the College may in its discretion pay the refund to the education agent.
 18. **Appeal:** Students may appeal a decision by the College to refuse a refund or appeal against the amount of refund given by accessing the College's complaints and appeals procedure. The availability of a complaints and appeals process does not remove the right to take further action under Australia's consumer protection laws.
- PRIVACY NOTICE:** Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. Information collected on this form and otherwise includes, but is not limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by you of student visa conditions. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. 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/or agencies 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.