



1. PERSONAL

Family Name: _____

Given Names: _____

Date of Birth (dd/mm/yyyy)	Gender
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Country of Birth	Citizenship
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Passport Number	Expiry Date (dd/mm/yyyy)
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Residential Address:

Street: _____
Town/ Suburb: _____
State: _____
Country: _____
Postcode: _____

Home Telephone	/	Mobile Phone
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Email Address: _____

Postal Address	 Indo-Australian Education Centre Suite - 908, Level - 9, 365 Lt Collins Street, Melbourne, Victoria 3000, Australia. Phone: +61 3 9670 1140 Fax: +61 3 9670 1142 Email: iaec@optusnet.com.au
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2. EDUCATIONAL QUALIFICATIONS

Are you currently studying in Australia? **Y / N**

Past Qualification *

Highest Qualification: _____

Year Awarded: _____

Institution Attended _____

Country/ State _____

(* Attach Certified Documentary Evidence)

3. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? **Y / N**

(If yes then move to section 4)

IELTS / TOEFL Score: _____

(Attach certified copy of certificate)

Other English language Qualification: _____

(Attach certified copy of certificates)

4. WORK EXPERIENCE

(Please Attach Copy of Curriculum Vitae and any Relevant documents)

5. INTENDED COURSE OF STUDY

Into which course of study do you wish to enrol?

- Cert III in Automotive Mechanical Technology
- Cert IV in Automotive Technology
- Diploma of Automotive Management
- Cert III in Food Processing (Retail Baking - Cake and Pastry)
- Cert III in Food Processing (Retail Baking - Bread)
- Cert III in Food Processing (Retail Baking - Combined)
- Certificate IV in Business Management
- Diploma of Business Management

6. INTAKE DATES

Please select which intake you would like to join in:

- | | |
|--|--|
| <input type="checkbox"/> 12 th Aug 2008 | <input type="checkbox"/> 17 th Feb 2009 |
| <input type="checkbox"/> 9 th Sept 2008 | <input type="checkbox"/> 17 th Mar 2009 |
| <input type="checkbox"/> 7 th Oct 2008 | <input type="checkbox"/> 21 st April 2009 |
| <input type="checkbox"/> 11 th Nov 2008 | <input type="checkbox"/> 7 th July 2009 |
| <input type="checkbox"/> 20 th Jan 2009 | <input type="checkbox"/> 11 th Aug 2009 |

7. RECOGNITION OF PRIOR LEARNING

Do you intend to apply for Recognition or Prior Learning or Credit Transfers? **Y / N**

If yes, then please supply us with all relevant documentation, qualifications and experience. Refer to our Recognition of Prior Learning Policy at the back side of this form

OUR REPRESENTATIVE:



Indo-Australian Education Centre

Suite - 908, Level - 9,
365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.
Phone: +61 3 9670 1140
Fax: +61 3 9670 1142
Email: iaec@optusnet.com.au

APPLICANTS CHECKLIST

- Have you completed all sections of this Enrolment Form
- Have you attached certified copies of all your academic qualifications, translated into English
- IELTS score / Proof of English Language Proficiency
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)

REFUND POLICY

Refund of Tuition Fees

The Institute will make a full refund of tuition fees less administration costs incurred in the application and enrolment process if:

- The student provides documentary evidence that his / her application for a visa has been unsuccessful
- The student is unable to satisfy all the conditions specified in his / her letter of offer.
- A notice of withdrawal due to special or exceptional circumstances of a compassionate nature is evaluated and accepted by the Institute
- In cases of Provider default (Where the Institute defaults on its obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act). This includes:
 - Where the course does not start on the agreed starting day; or
 - Where the course ceases to be provided at any time after it starts but before it is completed; or
 - Where the course is not provided in full to the student because a sanction has been imposed on the Institute

Standard refund rules for partial or full refunds

- Specific Grounds that meet eligibility for a full refund : 100% refund less administration costs
- Student applies for a refund more than 4 weeks before program commencement date : 100% refund
- Student applies for a refund less than 4 weeks before program commencement date : 50% refund
- Student applies for a refund within 4 weeks after program commencement date : 50% refund
- Student applies for a refund more than 4 weeks after program commencement date, or visa cancelled : no refund

No Fee Refund

The Institute will not make any refunds in the following cases

- If a student withdraws from a program or course after the fourth teaching week of any semester, The Institute will not

refund any of the fees paid for that program or course for that semester.

- Overseas Student Health Cover (OSHC) and application fees are non-refundable. Students must apply for an OSHC refund direct to Medibank Private.
- Administration costs including enrolment fee, home stay booking fee and airport pick-up fee are not refundable under any circumstances.
- Costs related to equipment or training material purchases are non-refundable once the student has collected the equipment or training materials
- In cases of Student default (where students are in default of their obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act 2000). This includes:
 - When the course starts on the agreed starting day, but the student does not start the course on that day and has not previously withdrawn; or
 - The student withdraws from the course (either before or after the agreed starting day); or
 - The registered provider of the course refuses to provide, or continue providing, the course to the student because of one or more of the following events_
 - The student failed to pay an amount he / she was liable to pay the provider, directly or indirectly, in order to undertake the course
 - The student breached a condition of his / her visa
 - Misbehaviour by the student

Claiming Refunds

- Students wishing to claim a refund must fill in an Application for Refund of Fees form
- The form must be forwarded to Administration and Finance officer to verify and confirm refundable amounts in accordance with this refund policy
- The Administration and Finance officer must then forward the form to the CEO for final approval of refund

Payment of Refunds

- The refund will be paid in Australian dollars by cheque; and
- The cheque will be sent to the applicant's registered address, or to another institution if requested in writing under the applicant's signature and supported by production of an offer letter.
- No refund is payable if the student's visa is cancelled based on non-compliance due to the student's failure to meet the conditions and terms of the visa issued by DIAC to study in Australia. Refunds will only be processed once a student has returned to his/her home country and the Institute is satisfied that his/her visa has been withdrawn.

I understand that the information contained in this form may be provided to State and Commonwealth agencies and I consent to that happening. I certify that all details provided on this form are correct. I also understand that I must comply with the policies and regulations of Menzies Institute of Technology as contained in their marketing and promotional materials, including their website www.menzies.vic.edu.au . I have read and understood the Refund Policy as detailed on this form

APPLICANTS SIGNATURE

DATE _____ / _____ / _____