

TERTIARY EDUCATION ENROLMENT FORM

Application No.

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Please send the completed application form along with certified testimonials to:

Admission Officer
Sterling College
Level 3, 770 George Street
Sydney NSW 2000, Australia

Phone: +61 2 9211 4577
Fax: +61 2 9211 4655
Email: info@sterling.edu.au
Web: www.sterling.edu.au
CRICOS Provider Code: 02241M
NTIS Code: 90701

1. TYPE OF COURSE AND DATE OF COMMENCEMENT

Please specify the course you want to undertake:

Qualification: _____ (eg., Certificate IV, Diploma etc.)
Specialisation: _____ (eg., Commercial Cookery, etc.)
Study Area: _____ (eg., Hospitality, etc.)
Starting Session: _____ Starting Date: ____/____/____

2. PERSONAL DETAILS (in Block Letters)

Title: Mr/Mrs/Ms
Family (Last) Name: _____
Other Names: _____
Date of Birth: ____/____/____
Sex: Male/ Female
Nationality: _____
Passport Number: _____
Visa Type/Number: _____



Permanent (Overseas) Address
Address: _____
State & Postcode: _____
Country: _____
Telephone: _____
Fax: _____
Mobile: _____
Email: _____



**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

3. EMERGENCY CONTACT

Relationship: _____
Family (Last) Name: _____
Other Names: _____
Address: _____
Phone Numbers: _____

OFFICE USE ONLY

Course admitted to: _____
RPL Requested Yes No
If Yes, Number of subjects/terms granted: _____
Starting date: _____ Finishing date: _____ Total Duration: _____
Agent ID: _____ Agent Name: _____

4. EDUCATIONAL QUALIFICATIONS

Please list all the educational qualifications including and above secondary qualifications. Certified copies of academic records/ mark-sheets/ transcripts must be attached. Official English translations are required for documents in other languages.

Qualification/ Award	Institution/ University	Country	Date started	Date completed

List all professional qualifications and society memberships, if any:

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5. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No – my first language is _____

If NO, state which documentary evidence you possess showing English proficiency:

Secondary or tertiary studies in another country where English is the official language: Country: _____ Duration: _____

A certificate of English proficiency obtained in the last 24 months (eg IELTS or TOEFL):

Test: _____ Date _____ Score: Overall _____; Reading: _____; Writing: _____; Speaking: _____; Listening: _____

If you do not meet English proficiency requirements, are you prepared to sit for an English proficiency test in the near future?

Yes – when? _____ No

6. EMPLOYMENT DETAILS

Starting – ending dates	Full or part-time	Description of occupation	Employer

7. OVERSEAS STUDENTS HEALTH COVER (OSHC)

Do you require College to arrange OSHC Yes No

Please note that it is mandatory that all international students must have or must have paid for OSHC, before applying for student visa. For more information regarding the premium and the type of cover, please check Medibank Private's website (<http://www.medibankprivate.com.au>). OSHC is also provided by other insurance providers. For information please contact the College (info@sterling.edu.au)

8. WORK EXPERIENCE PLACEMENT SERVICE*

Do you require work experience placement service? Yes No (Optional – charges apply)

* This service is available only for certain courses. For details regarding the fees and the availability of this service please contact the College (info@sterling.edu.au). Work experience is NOT part of the course requirements.

9. AIRPORT PICKUP SERVICE

Do you require airport pick-up? Yes No (Optional – charges apply)

If YES, it is your responsibility to send us your flight details when they are available. For details regarding the charges please contact the College (info@sterling.edu.au).

10. DECLARATION

I have read and accepted the 'Terms and Conditions' of enrolment and the refund policy of Sterling College.

SIGNATURE

_____/_____/_____
DD MM YYYY

For students under the age of 18, a parent or a legal guardian must sign this form. The College will forward additional forms/declarations for completion by the parents and/or guardians.

PARENT/GUARDIAN'S NAME

PARENT/GUARDIAN'S SIGNATURE

_____/_____/_____
DD MM YYYY

Course applied: _____

Application date: _____

TERMS AND CONDITIONS⁺

1. Name Change

Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

2. Contact Details

Your current address to which the notification of the result of your application can be sent should be provided along with phone number and email address (if any).

3. Certified Copies of Original Documents

Attach certified or attested copies of all your official documents such as mark sheets, academic certificates, etc. Following persons are eligible to certify copies:

- An authorised officer from the institution that originally issued the documents (such as Registrar or Principal);
- An Australian overseas diplomatic mission or any Australian Education Centre; or
- An authorised Sterling College representative.

Certified translations must be attached if the documents are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

4. International Students

International students who wish to study at Sterling College may need to apply for a 'Student Visa.' For more information please check the Department of Immigration and Multicultural Affairs (DIMA) web site: www.immi.gov.au/students.

5. English Language Proficiency

You are required to show evidence of your English language proficiency. If your previous education (at least the last two years) was in English medium, show proof from the institution (s) or provide a certified copy of an internationally recognised English Language Test. If you are unable to provide an accurate assessment of your English language level with your application form, you may be required to take a special English test before you are admitted to Sterling College.

6. Recognition of Prior Learning (RPL)

Students who have completed a unit of competency, or equivalent subject at another institution or College, may apply for exemption in the relevant unit of competency associated with the course in which the student wishes to enrol. For an exemption to be granted a written application should be submitted (application may be obtained from Student Services) to the Director of Studies (DoS) either before the enrolment into the selected course or within 2 weeks of starting of the course. The application must include evidence that the content, units of competencies completed and duration of the course are reasonably similar to those at Sterling College. Once the application for RPL is submitted to the DoS, a decision will be made and the same will be notified to the student within 10 working days. If a student is not happy with the RPL decision made by the DoS, he/she may appeal. Policies and procedures related to the appeal process can be obtained from Student Services. Often, granting of RPL results in the shortening of actual duration of the course, which, in the case of international students, will be notified to Department of Immigration and Multicultural Affairs (DIMA) via PRISMS. There is a fee for RPL service. Please check with the College for details.

7. Payment of Tuition Fees

The appropriate fee (please see fee schedule), is payable on acceptance of an offer. Fees for all courses are payable yearly or half yearly (26 weeks) in advance. If you pay your course fees per semester, you must pay your fees at least 14 days prior to the commencement of each semester. If the student does not pay the fees by the due date, a late fee may be charged or you may lose your place in the course. The College reserves the right to review its fees without notice. Students should check the fee details prior to payment.

8. Cancellations and Refunds

In signing this application you are automatically bound by the conditions of Sterling College and/or the Sterling College's cancellations and refund policy.

9. Sterling College's Refund Policy

This policy applies to both commencing and re-enrolling students. All requests for a refund must be submitted on the appropriate application form to the Student Services Manager (SSM) and must be accompanied by official documentary evidence of the grounds for the request. Application fees, accommodation and airport pickup charges are not refundable under any circumstances. Refunds apply only to tuition fee and will only be paid to the applicant through Australian Dollar draft/cheques.

Total Refund

A total refund will only be granted under the following circumstances:

- Sterling College is unable to provide the course for which an offer has been made.
- An offer of a place is withdrawn by Sterling College (unless the offer was made on the basis of incorrect or incomplete information supplied by the applicant. In this case, 90% of the fee paid will be refunded).
- The student is not permitted to enrol or re-enrol at Sterling College, because of failure to meet the prerequisite for the qualifications, or failure to meet the terms of a conditional offer.
- The applicant is unable to obtain a visa from an Australian Diplomatic Office.

Applications for a total refund under the above grounds must be lodged prior to the commencement of the session for which the offer is made. All the total refunds, if any, will be paid within 10 working days from the date of lodgement of refund request.

Partial refund applies to only the net tuition fees (Total tuition fees - Agent Commission, if any) and will only be granted under the following circumstances:

- the student is unable to commence or continue to study due to death or illness; or
- the Principal of Sterling College, or delegated person, after consideration of the application and documentation, determines that exceptional circumstances apply.

The amount of partial refund is determined as follows:

- If a request for a refund is given to Sterling College four or more weeks before the commencement of each session, then the student will receive a refund of 90% of net tuition fees paid for that session.
- If a request for a refund is given to Sterling College less than four weeks, but more than one week, before the commencement of the session, then the student will receive a refund of 75% of net tuition fees paid for that session.
- If a request for a refund is given to Sterling College less than one week before the commencement of the session, then the student will receive a refund of 50% of net tuition fees paid for that session.
- If a request for a refund is given to Sterling College less than one week after the commencement of the session, then the student will receive a refund of 25% of net tuition fees paid for that session.
- If a student withdraws from the course for whatever reason after the first teaching week in the session, the student will not be eligible for a refund of any of the course fees.

False or misleading information in your application or during your course of study automatically disqualifies you from any refunds. All the partial refunds, if any, will be paid within 20 working days from the date of lodgement of refund request.

To claim any refund, the student must complete a Refund Application Form and return together with receipt of tuition fees and certified copies of any supporting documents (such as Visa rejection letter etc.) to the College.

This agreement (policy) does not remove the right to take further action under Australia's consumer protection laws. Also, the College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. In the case of providers default, provisions of ESOS Act/Regulations applies.

10. Accommodation Charges

The cost of accommodation is NOT included in the tuition fee. Sterling College can arrange accommodation for an additional charge.

11. Academic Progress Requirements

Admission, if granted, is subject to the continuous academic progress required of the student. The candidate needs to perform well in order to continue to be enrolled in the courses offered by the College. Both Austudy and student visas (issued by DIMA) require that students maintain satisfactory academic performance during the entire duration of the course.

12. Attendance Requirements

There are strict attendance requirements for all the College's courses. Both Austudy and student visas (issued by DIMA) require that the student maintains a minimum of 80% attendance at all times.

13. Assessment Procedure

Assessments are carried out for all the courses. The type of assessments depend on the subject or course. Typically the assessment procedures include tutorial exercises, assignments, projects, written and practical exams, etc. A candidate must satisfactorily complete the required assessment tasks to complete the academic requirements of a subject or course.

14. Student's Rights

The terms and conditions of enrolment, as stated above, do not remove the right of the student to take action under Australia's consumer protection laws. Students may opt for third party representation at any stage of the dispute resolution process. Students have the right for third party representation during any of the dispute resolution meetings.

15. Access to Student's Details

Information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

16. Children's Education

Any school aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

17. Declaration and Signature

This application form must be signed and dated.

18. Checklist of enclosed documents

- Enrolment form
- Attested copies of all transcripts (marks sheets)
- Attested copy of proof of English proficiency (if any)
- Copy of passport containing photo & visa (if issued)
- Attested copies of all certificates

+ Sterling College reserves the authority to change above terms and conditions without prior notice.