

# International Student Application

RTO PROVIDER No: 21595 CRICOS Number: 02634E




## APPLICANT DETAILS

Full Name:	Family Name (Last)	First Name	Middle Name
Address in Australia:	Street Address		Apartment/Unit #
	Suburb/Town	State	Post Code
Home Phone:	( )	Mobile Phone:	( )
Address in Home Country:	Street Address		Apartment/Unit #
	Suburb/Town	State	Post Code Country
Home Phone:	( )	Mobile Phone:	( )
E-mail Address:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date:	dd / mm / yyyy	Do you have any type of disability?	
Emergency Contact Name			Emergency Contact Number: ( )

## PASSPORT / VISA DETAILS (Please complete and attach copies if available)

Agent Details  
(If applicable)

Passport Number:		Passport Expiry Date:		 <b>Indo-Australian Education Centre</b> Suite - 908, Level - 9, 365 Lt Collins Street, Melbourne, Victoria 3000, Australia. <b>Phone:</b> +61 3 9670 1140 <b>Fax:</b> +61 3 9670 1142 <b>Email:</b> iaec@optusnet.com.au
Country of Birth:	dd / mm / yyyy	Do you hold a current visa?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of Citizenship as shown on your passport:			<input type="checkbox"/> Student <input type="checkbox"/> Tourist	
If Yes to Visa – Visa Number:		If Yes to Visa - What Type of Visa	<input type="checkbox"/> Working Holiday	
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what have you studied	<input type="checkbox"/> Other: _____	
If Yes - where did you study?			<input type="checkbox"/> Student <input type="checkbox"/> Tourist	
Are you applying for recognition of prior learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No to current Visa – what kind of visa will you be applying for	<input type="checkbox"/> Working Holiday	Enter Agent Stamp if Applicable
			<input type="checkbox"/> Other: _____	Circle your Uniform Size for Hospitality & Beauty Therapy <b>S M L</b>

## ENGLISH (If English is not your first language, attach English Test results) \*Requirements listed on www.academia21.com

First Language:		If English is not your first language have you passed a recognized English Test in the previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes to English Test, Name of English Test:		Result of English Test:	Date English Test Taken: dd / mm / yyyy

## Course of Studies Selection

Preference	Course Code	Course Name (e.g. Diploma Hospitality Majoring in Commercial Cookery)	Intake Date
A			
B			
C			

## PRIOR EDUCATION (A copy of your prior qualifications must be attached)

Country	Year	Qualification (e.g. Year 10 Secondary School)	School

## FEES (Note: Fees are subject to change and are posted on www.academia21.com)

Registration: ①	\$150	OSHC Health Cover ②	<input type="checkbox"/> Not Required <input type="checkbox"/> Single: \$315 <input type="checkbox"/> Family: \$630	Airport Pickup if needed: ③	<input type="checkbox"/> Not Required <input type="checkbox"/> Required \$88	Accommodation Placement if needed: ④	<input type="checkbox"/> Not Required <input type="checkbox"/> Required \$180
Text/Equipment Fee ⑤		Tuition Fee: ⑥		<b>FEES TOTAL: ⑦</b>			

Declaration: I certify that the above information I have provided and attached is correct and complete. I understand that if I have provided incomplete, inaccurate or withheld information, this can lead to the cancellation of my enrolment and refund of fees paid will be calculated as per Academia International's refund policy listed below.

Signed:		Print Name:		dd / mm / yyyy
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## REFUND AGREEMENT

The laws of the Commonwealth of Australia and the States govern this agreement between the Student and Academia International. Also refer to Academia International's refund policy on

[www.academia21.com](http://www.academia21.com).

- 1) **PROVIDER DEFAULT** In the unlikely event that Academia International 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 Academia International 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. If Academia International is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) OSTAS will place you in a suitable alternative course at no extra cost to you. Finally, if OSTAS 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.
- 2) **CANCELLATION** Where the application is cancelled by the student without ever receiving any tuition at Academia International, written notification to the admissions officer must be provided
  - a) Registration Fee - Not refundable
  - b) Airport pickup - Full refund
  - c) Accommodation placement - Not refundable
  - d) Equipment fees - Full refund
  - e) OSHC- Per OSHC provider conditions
  - f) Tuition fees -
    - i) Visa Application refusal - Full refund. Note: Without proof of Visa refusal by the Australian Government, no refund will be issued.
    - ii) Notice received 10 weeks or more prior to agreed starting day - Full refund less 20% of paid tuition fee
    - iii) Notice received less than 10 weeks and more than 4 weeks prior to agreed starting day - Full refund less 40% of paid tuition fee
    - iv) Notice received 4 weeks prior to or after agreed starting day - No Refund
- 3) **STUDENT DEFAULT / WITHDRAWAL** Where the student withdraws from their enrolled tuition after commencing studies at Academia International, written notification to the admissions officer must be provided
  - a) Registration Fee - Not refundable
  - b) Airport pickup - Not refundable
  - c) Accommodation placement - Not refundable
  - d) Equipment fees - Not Refundable
  - e) OSHC- Per OSHC provider conditions
  - f) Tuition fees - Not Refundable
    - I Students who owe past and current semester fees must pay all outstanding fees prior to receiving a letter of release.
  - g) Student expelled for breach of college rules or visa conditions - No refund
  - h) The above Student Withdrawal / Default terms also apply if student withdraws due to
    - I Attaining permanent residence
    - II DIAC Cancels student's current visa
    - III DIAC rejects application for student visa extension
- 4) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 5) Agreed starting day means the day on which the course was scheduled to start, or a day

agreed between Academia International and the student.

## CLAIMING A REFUND

- 6) The student must provide their notice of withdrawal or cancellation in a signed and dated written letter. The claim for a refund must include a reason and must include supporting official documentation of the student's circumstances for withdrawal/cancellation plus a contact name and telephone number to enable Academia International to validate this claim. Note: All Visa Cancellation notices issued by the Australian Government are validated by Academia International through the contact of the respective embassy.
- 7) Date of Cancellation / Withdrawal is the date the written request is received by Academia International's Admissions Officer.
- 8) A student should apply for a refund as soon as possible after notice of cancellation / withdrawal is submitted.
- 9) All refunds will be paid after 4 weeks of receipt of student's written Cancellation / Withdrawal notification only if the supporting documentation have been validated during this timeframe.
- 10) When you receive a refund, a written explanation of how the amount was calculated will be provided to you.

## TERMS AND CONDITIONS

### FEES

- 11) All course fees and charges are payable in Australian Dollars (AUD\$).
- 12) All fees and charges must be paid in advance by the date shown on the Offer of course placement and/or Invoice. A penalty may be applied to late tuition fees.
- 13) Students may be precluded from attending class, receiving results, sitting tests / exams if tuition fees have not been paid in full by the date written on their invoice.
- 14) Academia International is not responsible for any monies paid to agents or 3<sup>rd</sup> parties.
- 15) If students need to repeat a subject(s) a pro rata tuition fee is payable.
- 16) Fees are subject to change. Academia International will honour the tuition fees quoted for enrolled students only if the student commences tuition within 12 months of enrolment date.
- 17) Payments made by credit cards will incur a 2% processing surcharge.

### TRANSFER

- 18) If an enrolled student obtains permission to transfer to another course at Academia International all unearned fees paid will be credited to the new course.
- 19) Dietary (e.g. working with Meat) or Religious requirements (e.g. working with Alcohol or Pork) are not deemed as valid reasons for a transfer. The student needs to read the course outline to understand whether it has any impact on their dietary / religious requirements prior to applying at Academia International.

### DIAC

- 20) Students understand that they must meet and abide by the Department of Immigration and Citizenship (DIAC) conditions. If they fail to do so, Academia International is obligated to report the student to DIAC where their student visa may be cancelled. The student needs to:
  - a) Maintain satisfactory academic progress
  - b) Remain enrolled in full time study of at least 20 hours per week
  - c) Ensure Payment of fees is on time and in full
  - d) Notify Academia International in writing within 7 days of changes to residential address

### GENERAL

- 21) The information I have provided is true and correct to the best of my knowledge.

- 22) I must comply with policies and rules of Academia International and agree that I have reviewed these before making this application for enrolment, and that these will be re-iterated at the induction and orientation program.
- 23) I must attend class and meet the requirements of the program.
- 24) I agree to pay all fees owing on or before the due date.
- 25) I understand and agree to follow all terms and conditions of my visa.
- 26) The information provided by our students may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, to tell the Department about: certain changes to your enrolment; and personal and contact details; and any suspected breach of a student visa condition
- 27) I agree that I meet the minimum course entry requirements as stated on Academia International's brochure or website
- 28) I agree that Academia International may use my image and testimonials in its advertising/marketing unless I check the following check box:  I opt out in Academia using my image / testimonials.
- 29) I understand that I must arrive at Academia International on time for the student Induction program.
- 30) I understand that Academia International may change the days a course is timetabled.
- 31) I understand that if I am unable to commence by the date as per the issued COE, my new date of commencement is at the discretion of the course coordinator.
- 32) I understand that I must supply in writing prior education qualifications including English tests if applicable and passport and visa copies prior to course commencement. English students must successfully sit a language proficiency test prior to commencing a vocational course.
- 33) Academia International shall be under no liability whatsoever to any student for any injury, loss or damage sustained at or upon the School's premises howsoever caused and whether in respect of any negligent act or omission by Academia International, its employees, agents, servants or otherwise.

## ACADEMIA WEBSITE INFORMATION REVIEW

I have read and understood the additional information provided to me at <http://www.academia21.com> as it relates to my rights and obligations prior to enrolling at Academia International.

## PRIVACY STATEMENT

Academia International is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' previous qualifications, individual welfare needs, and credit ratings plus report any changes of Student enrolment or breach of Visa conditions to DIAC.

## STUDENT DECLARATION

I have read, understood and agree to the above WEBSITE REVIEW, REFUND, FEES, TRANSFER, DIAC, PRIVACY and GENERAL terms and conditions of enrolment

Student

Signature: \_\_\_\_\_

Student

Name: \_\_\_\_\_

Date dd/mm/yyyy: \_\_\_\_/\_\_\_\_/\_\_\_\_