



Hospitality Management Institute of Australia

CRICOS PROVIDER No. 02741B TOID No.21760

Application Forms

SELECT COURSE	CRICOS CODE	QUALIFICATION	COURSE DURATION	TUITION FEE
[]	THH60202	Advanced Diploma of Hospitality Management – Commercial Cookery	2 Years	A \$16, 500
[]	THH51202	Diploma of Hospitality Management – Commercial Cookery	1.5 Years	A \$14, 500
[]	THH31502	Certificate III in hospitality – Commercial Cookery	1 year	A \$10, 000

Intakes:

February April July September November

Personal details

Name (Family) Given Name

Nationality [] Male [] Female Date of Birth//

Home Country Contact Details

Address

Telephone Mobile

Fax Email

Australian Contact Details (if any)



**Indo-Australian
Education Centre**

Address Suite - 908, Level - 9,

365 Lt Collins Street, Melbourne,

Victoria 3000, Australia.

Telephone **Phone:** +61 3 9670 1140

Fax **Fax:** +61 3 9670 1142

Email: iaec@optusnet.com.au

Passport Number

Health problems

Person to Contact in an Emergency

Name Relationship

Address

Telephone Mobile

Fax Email

Education and Experience

Highest qualification

IELTS exams completed and score

Have you enrolled in a similar course elsewhere? [] Yes [] No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Training Manager for further information)

Have you been employed in the area covered by the course applied for? [] Yes [] No

(If you have you may be eligible for Recognition of Prior Learning – contact the Training Manager for further information)

Own assessment of English level [] Elementary [] Intermediate [] Advanced

Language spoken at home..... Other languages spoken

Tell us the reason you want to take our course [] Career [] Academic [] Personal

Other reason to take course.....

Where did you hear about us?

Accepted by Hospitality Management Institute of Australia

CEO Signature: _____ Date: _____

Gurchet Singh, CEO

Payment Details and Policy

Total Tuition Fee :- Advanced Diploma of Hospitality Management –THH60202 (2 years)	A\$ 16, 500
Application Fee	A\$ 50
Overseas Student Health Cover (for 1 year)	A\$ 315
Study Materials for the first year	A\$ 450

Total Fees and Charges A\$17, 315

Please make your payment by Bank Draft to HMIA. No obligation is placed upon HMIA until an official receipt is issued. Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:

- the course does not start on the agreed starting date which is notified in the offer letter
- the course ceases after it starts and before it is completed, or
- the course is not provided fully to the student because the college has a sanction imposed by the government regulator
- Initial visa application refused by DIAC

Full refunds will be made within 14 days of the date of any of the above three events and will be accompanied by a written statement explaining how the refund has been calculated. HMIA may arrange for another course, or part of a course, to be provided to students at no cost to the student as an alternative to refunding course money. If students agree to accept this alternative arrangement, HMIA is no longer liable to refund the money owed for the original enrolment.

Agreement and Contract

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by HMIA rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students and teachers.
- 3 All fees and charges must be paid in full prior to course commencement unless a “payment plan” is arranged with the Training Manager. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund applications must be made in writing to the registrar of HMIA. Refunds will be refunded to the source of payment within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

4.1 Application Fee	Not refundable
4.2 Tuition Fee	
• Visa refused	Full refund of tuition fees
• Withdrawal notified in writing and received by HMIA 28 days or more prior to semester commencement	90% refund of tuition fees
• Withdrawal notified in writing and received by HMIA less than 28 days prior to semester commencement and before the commencement date	75% refund of tuition fees
• Withdrawals notified in writing and received by HMIA on the commencement date or after the semester commences	No refund of current semester tuition fees.
- 5 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.
- 6 Students who believe they have been charged incorrectly or given an incorrect refund are entitled to dispute the decision using the HMIA Complaints and Appeals procedure.
- 7 The HMIA Complaints and Appeals procedure does not circumscribe a student’s right to pursue other legal remedies.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at HMIA. Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies and / or the fund manager of the ESOS assurance agency. It is a requirement of the Australian Quality Training Framework that students can access personal information held by HMIA and may request corrections to information that is incorrect or out of date. Apply to the Training Manager if you wish to view your own records.

Applicant SignatureDate / /



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I acknowledge I have received, read and understood the following:

- The student application form
- The student prospectus
- Information about the local environment and living in Australia



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Application & Admission Procedure

Please check and tick the following before the submission of your Application

- Completed all sections of the Application Form, signed and dated at each place indicated.
- Return all sections of the Application Form to **HMIA**.
- Include certified evidence of academic qualifications, passport and English language proficiency (IELTS).

Applicant Signature Date / /

Please ensure the above are met and return the application and attachments to:

Hospitality Management Institute of Australia Level 1, 209 Nicholson Street Footscray Victoria 3011 Australia	Phone: +61 3 9362 0333 Fax: +61 3 9362 0311 Email: hmia.admission@gmail.com Web: www.hmia.edu.au
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Acceptance Procedure

1. As soon as a decision is made regarding your application, you will be informed of the outcome by post or by e-mail.
2. If you are successful, you will receive a Letter of Offer stating the course for which you have been accepted, course fees to be paid, commencement dates and overseas student health cover information.
3. When you have paid your fees a Confirmation of Enrolment will be sent to you. This form is used to obtain a student visa from the Australian Diplomatic Mission in your country, or from the Department of Immigration and Citizenship (DIAC).