



# APPLICATION FORM

## 01 STUDENT'S DETAILS

TITLE (PLEASE CIRCLE)

Mr Mrs Ms Miss Other

FAMILY NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

PREFERRED NAME \_\_\_\_\_

OTHER INITIALS \_\_\_\_\_

GENDER (PLEASE CIRCLE)

Male Female

DATE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_

COUNTRY OF APPLICATION \_\_\_\_\_

CURRENT RESIDENTIAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

MOBILE \_\_\_\_\_ E-MAIL \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_

VISA TYPE \_\_\_\_\_

VISA ISSUING OFFICE \_\_\_\_\_

HOME STAY ACCOMMODATION REQUIRED (PLEASE CIRCLE)

Yes No

IF YES (PLEASE CIRCLE)

Single room Shared room

(Subject to availability)

AIRPORT TRANSFER REQUIRED

(PLEASE CIRCLE)

Yes No

TYPE OF OVERSEAS STUDENT HEALTH COVER OSHC (PLEASE CIRCLE)

Single Family

## 02 ENGLISH AND ACADEMIC BACKGROUND

PREVIOUS STUDY UNDERTAKEN WITH ENGLISH AS THE LANGUAGE OF INSTRUCTION (PLEASE CIRCLE)

Yes No

IF YES, FOR HOW MANY YEARS? \_\_\_\_\_

ARE YOU APPLYING FOR RECOGNITION OF PRIOR LEARNING / CREDIT

TRANSFER? (PLEASE CIRCLE)

Yes No

If yes, please attach all relevant documents/paperwork.

## 03 AGENT'S DETAILS (IF APPLICABLE)

AGENT'S STAMP

AGENT'S NAME \_\_\_\_\_

AGENT'S ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL \_\_\_\_\_

MOBILE \_\_\_\_\_

MAILING ADDRESS FOR LETTER OF OFFER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 04 COURSE DETAILS

FIRST COURSE NAME \_\_\_\_\_

COURSE START DATE \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

SECOND COURSE NAME \_\_\_\_\_

COURSE START DATE \_\_\_\_\_

COURSE LENGTH \_\_\_\_\_

INTENDED COURSE OF STUDY AFTER THE INTERNATIONAL DESIGN SCHOOL

COURSE NAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

## 05 DECLARATION

PLEASE SIGN DECLARATION

I have read and accept the information provided by the School on their website, the Terms and Conditions, the Indemnity and Release and Privacy Statement as set out on the reverse and by signing I authorise the International Design School to pay out amounts payable by me in accordance with my enrolment:

SIGNED (STUDENT) \_\_\_\_\_

DATE \_\_\_\_\_

I am over eighteen years of age

SIGNED (PARENT) \_\_\_\_\_

DATE \_\_\_\_\_

Students under eighteen years of age

## 06 SUBMIT YOUR APPLICATION

PLEASE SEND THIS COMPLETED APPLICATION TO:

**INTERNATIONAL DESIGN SCHOOL**

102 Dodds Street

South Melbourne VIC 3205 Australia

T. +61 3 9696 0073

F. +61 3 9699 1365

E. enquiries@ids.edu.au

Attach copies of IELTS certificate or equivalent for english proficiency.

Attach certified copies of english transcripts of previous

Academic background



**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

**CRICOS Course Codes:** Diploma of Printing and Graphic Arts (Multimedia) ICP50205-058559D, Certificate IV in Printing and Graphic Arts (Multimedia) ICP40205 - 058558E, Certificate III in Printing and Graphic Arts (Graphic Pre-press) ICP30205 - 058557F **CRICOS Provider Code:** 02719M **ABN** 98 117 517 478 **RTO No.** 21745

[WWW.IDS.EDU.AU](http://WWW.IDS.EDU.AU)

## PRIVACY STATEMENT

Information on this application form will be used, where applicable, for the purposes of assessing a student's application, accepting a student's enrolment, assessing a student's welfare needs (if any), processing and advising a student of their assessment results and other communications to a student as required.

Personal information may be collected from, or disclosed to, relevant bodies for the verification of a student's previous qualifications, and it may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The International Design School is required by legislation to inform DIAC of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance.

A student has a right to access personal information that the International Design School holds about them, subject to legislation. If a student wishes to access or inquire about the handling of their personal information, please contact the school on:

Melbourne (+61 3) 9696 0073

## INDEMNITY AND RELEASE

I, the student, whose name appears in this application, am aware that certain risks and dangers may be associated with study in a foreign country and participation in associated activities including, but not limited to, participation in optional sporting or recreational activities and travel.

In consideration of the International Design School accepting my application for enrolment as a student, I agree that I will not hold it responsible or liable for and will not make any claim against it for any injury, damage or loss to person or property which I may suffer as a result of, or in connection with, or during the period of -

**01 Attendance at the International Design School and/or**

**02 Participation in any activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with the International Design School or in any other way associated with the International Design School and/or**

**03 Whilst in accommodation, whether short term or long term, arranged for me by the International Design School. On behalf of myself, my executors, administrators and assigns I hereby release the International Design School from all liability to myself or to any other person for any such injury, damage or loss to person or property and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against the International Design School in respect of any such injury damage or loss and I hereby indemnify the International Design School against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.**

**04 I certify that the information I have given is true and that I have read the terms and conditions and agree to be bound by them. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.**

I hereby request the International Design School to enrol the student who has signed this Agreement as a student of the International Design School.

In consideration of the International Design School agreeing to such enrolment, I hereby indemnify the International Design School against any liability for any injury damage or loss of the type referred to in such agreement suffered by the student and against any actions claims and demands which may be made against the International Design School by the student or by any other person by reason of any such injury, damage or loss suffered by the student.

## TERMS AND CONDITIONS

### PAYMENT OF FEES

**01 The Enrolment Fee and the Accommodation Booking Fee are payable upon application and are non-refundable.**

**02 Tuition fees are defined to be: those fees payable for tuition as officially published or provided by the International Design School Pty Ltd. A term is defined as a period of study of approximately 10 weeks, generally between two blocks of holidays.**

**03 Full Tuition Fees of the student's initial course plus the first six months of all other courses, must be received before the courses commence and will be held by the International Design School Pty Ltd in accordance with the Education Services for Overseas Students Act (2000).**

**04 Tuition Fees must be paid for at least one term in advance of the term currently being studied.**

**05 All Fees are subject to change without notice. However, fees detailed in a letter of offer issued before the date of change will be honoured by the school for those courses stated on the letter.**

**06 Students repeating units of study will be required to pay for such units on a pro-rata basis, determined by the number of contact hours.**

### PAYMENT OF REFUNDS

The following terms and conditions apply if the student withdraws from a course after the payment of all fees. A statement will be issued explaining how the amount has been calculated. The refund will be made in the same currency in which the fees were paid unless payment in that currency is impractical or the person who has entered into the contract advises the International Design

School Pty Ltd in writing to make the payment in the local currency.

**01 Visa Application Refused**

All fees less the enrolment fee will be refunded in full.

**02 Student Default**

Refunds for any monies received by the International Design School on behalf of the student for services other than tuition fees must be requested from the company delivering the service and students will be subject to the respective companies refund policies.

Refunds will be made within four weeks of receiving a notice of withdrawal from the student in writing. Notification must be received within 8 weeks of default and must be addressed to the Director of Studies and include the:

- student's name and student number
- program and date of commencement
- reason of withdrawal
- student's contact details

**02.1 Prior to Commencement**

**02.1.1 In the event the student cancels their enrolment with at least 10 weeks notice before the course commencement date a refund of 75% of the course tuition fee will apply.**

**02.1.2 In the event the student cancels their enrolment with less than 10 weeks notice before the course commencement date a refund of 60% of the course tuition fee will apply.**

**02.2 After Commencement**

**02.2.1 In the event the student cancels their enrolment and requests a refund after commencement date of the course, no refund will be issued which includes all monies paid for Overseas Student Health Cover (OSHC), airport pick-up, accommodation booking and board, enrolment and materials fees.**

**02.2.2 When students are enrolled in package courses, no refund will be granted in the event of a cancellation or withdrawal on the second course after the course commencement of the first course.**

**02.2.3 If a student completes the course early or fast-tracks, the full tuition fee and materials fees must be paid before any certification is issued.**

**02.2.4 If a student changes course after commencement of the course in which they were originally enrolled, they will be subject to the current fee structure. Students are also subject to pay a new materials fee due prior to commencement of their new course.**

**02.2.5 Students must adhere to the International Design School Code of Conduct. Failure to do so may lead to expulsion, in which case there will be no refund of tuition fees.**

**03 Provider Default**

In the unlikely event of default by the International Design School Pty Ltd, the school will refund all tuition fees paid on a pro-rata basis within two weeks of the date of default. The student will also receive a statement explaining how this refund has been calculated. Provider default can include the course not starting on the agreed starting day, the course ceases to be provided at any time after it starts but before it is completed, the course is not provided in full to the student.

This agreement does not remove the right to take further action under Australia's Consumer Protection Laws nor does it prevent the student from pursuing other legal remedies.

## TRANSLATIONS

Where there is a difference in meaning or interpretation, the English language version will apply.

## SUPPLIERS / HOMESTAY

For all students living in a Homestay, the following conditions apply:

**01 Requests for Homestay accommodation must be received four weeks prior to arrival.**

**02 There is a minimum stay of four weeks which must be paid for in advance. Homestay fees are payable thereon to your host family directly each fortnight, in advance.**

**03 If the request for Homestay accommodation is cancelled after notification of the student's flight details, or after the student has arrived in Australia, the first four weeks of Homestay payment may not be refundable. Extenuating circumstances will be considered if submitted in writing to the National Admissions Manager**

**04 Students are expected to live according to the house rules of the Homestay family.**

**05 The school reserves the right to deny or cancel Homestay arrangements for students deemed unsuitable.**

**06 The school will find an alternative Homestay for a student who has a valid reason for moving. If a student requests a change of Homestay for any other reason, a further Homestay Booking Fee will be charged.**

## AIRPORT TRANSFER

Airport Transfer must be booked and paid for at the same time as payment of tuition fees. The cost of transfer is not refundable if the service is not utilised by the student. When a student arrives on a late night flight, it may be necessary for the student to cover the cost of one night's accommodation in a moderately priced hotel.