

INTERNATIONAL STUDENT APPLICATION FORM

Before completing the application form into any qualification (s) that you are planning to enrol, please ensure that you have read and understood all the necessary and relevant information about the qualification(s) that you are planning to apply for and the terms and conditions of enrolment at ACAB, which are contained in the following documents: ACAB Student Handbook and ACAB Qualification Brochures, these are all available on ACAB website: www.acab.edu.au

Applying from	☐ Off-Shore (Outside Australia)	☐ On-Shore (In Australia)
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PERSONAL DETAILS

Applicant's Family Name			
Applicant's Given Name			
Date of Birth	<i>Day / Month / Year</i>	Sex	☐ Male ☐ Female ☐ Other
Country of Birth			
Nationality	<i>As shown on passport</i>		
Unique Student Identifier	USI (If known)		
Full Residential Address (Home country)			
Full Residential Address (Australia) – On-shore Applicants Only			
Phone		Mobile	
Email			
Emergency Contact Name		Relationship	
Phone		Mobile	

Are you currently in Australia?	☐	Yes	☐	No				
<i>If Yes, please provide previous/current provider and course details</i>								
If Yes, which visa are you holding?	☐	Student	☐	Working Holiday	☐	Tourist	☐	Other
Visa number				Passport No				
Do you wish the college to arrange OSHC for you?	☐	Yes	☐	No				
If yes, please arrange OSHC coverage for	☐	Single	☐	Family				

Should you need further clarification in completing the application form or any information about the qualification(s), please kindly contact any ACAB staff via phone 61 4 2256 8755 or email at info@acab.edu.au



COURSE/S APPLYING FOR (Please check all courses you want to apply for)

☐ BSB30120 Certificate III in Business	☐ BSB40120 Certificate IV in Business
☐ BSB50420 Diploma of Leadership and Management	☐ BSB60420 Advanced Diploma of Leadership and Management
☐ BSB80120 Graduate Diploma of Management (Learning)	
☐ CHC33021 Certificate III in Individual Support	☐ CHC52021 Diploma of Community Services
☐ CHC30121 Certificate III in Early Childhood Education and Care	☐ CHC50121 Diploma of Early Childhood Education and Care
☐ General English (Level 1-4)	☐ RII60520 Advanced Diploma of Civil Construction Design

Will you be applying for RPL or Credit Transfer?

Please note: The RPL or Credit Transfer application should be submitted with student's application. Please contact info@acab.edu.au for RPL or Credit Transfer application form.

☐	Yes	☐	No
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Preferred Year

(If you chose course package, please write the year for first chosen course)

Preferred Intake Day

(If you chose course package, please write the year for first chosen course)

☐	January	☐	February	☐	April	☐	May
☐	July	☐	August	☐	October	☐	November

Disability

1. Do you consider yourself to have a disability, impairment or long-term condition?		☐ Yes	☐ No
2. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the <u>Disability supplement</u> at the back of this form for an explanation of the following disabilities.			
☐ Hearing/deaf	☐ Physical	☐ Intellectual	
☐ Learning	☐ Mental Illness	☐ Acquired brain impairment	
☐ Vision	☐ Medical Condition	☐ Other	

Study reason

13. Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)

- | | |
|---|--|
| ☐ To get a job | ☐ It was a requirement of my job |
| ☐ To develop my existing business | ☐ I wanted extra skills for my job |
| ☐ To start my own business | ☐ To get into another course of study |
| ☐ To try for a different career | ☐ For personal interest or self-development |
| ☐ To get a better job or promotion | ☐ Other reasons |



EDUCATIONAL & PROFESSIONAL BACKGROUND

Highest Qualification	(Please attach certified copies)		
Completed in		Institution	
Current/Last Job role			
Work Experience (Years)			
English Score (IELTS, PTE or TOFEL)		Other	

APPLICATION CHECKLIST (ATTACHMENTS) *Attach all Applicable*

☐	International Students Application Form	☐	Copy of IELTS/PTE/TOFEL Certificate/Results
☐	Certified Copies of your Previous Awards/Test amurs	☐	Copy of your Passport
☐	Certified Copies of Transcripts/Statement of Results	☐	Evidence of Funds Availability
☐	Release Letter <i>(onshore transferring students only)</i>	☐	200 words Statement of Purpose <i>(Offshore students compulsory)</i>

PAYMENT *(Fee can be paid in)*

☐	Cash (at College's Reception/Administration Department)				
☐	Cheque or Money Order, made payable to Australian College of Applied Business Pty Ltd				
	EFT – Electronic Fund Transfer (Bank Details are)				
	Bank Name	Commonwealth Bank of Australia			
	Account Name	Smart Connection Company Ltd Pty			
	BSB Number	062-223	Account Number	1155 1866	Swift Code CTBAAU2S

ACCEPTANCE *(Transferring students to note that for transfer between providers the National Code Standard 7 applies)*

By signing this form, I acknowledge that I am 18 years and older at the time of this application; and I have read and understood the information provided above. I also acknowledge that I have read Australian College of Applied Business student prospectus, marketing materials, and received full information about my rights and responsibilities as an international student from ACAB or an approved Education agent (in case of enrolment through an education agent) before making the decision to enroll in the course.

I confirm that I have sufficient funds to pay my tuition fees and other applicable dues during my studies. I agree to abide by the above terms & conditions. The information and documents provided by me are true and correct in all respects.

Student's Signature

Date

Agent Stamp

(For agent, if applicable)

Submit your application to: **Australian College of Applied Business:** Level 1, 239 Church Street, Parramatta, NSW, 2150, Australia, Phone: +61 4 2256 8755
Email: info@acab.edu.au



FEES AND REFUNDS POLICY

Student Fee Policy

- ACAB will set out its course fees, including scholarship to eligible students, in the Schedule of Fees, which will be reviewed annually and published in the relevant marketing materials or other publications including college's website.
- The tuition fees are set for a complete course and cannot be charged, calculated or broken up on a unit basis.
- The tuition fees will be charged according to college's study periods. Study periods will be clearly defined in student's Letter of Offer and Student Agreement.
- ACAB will list and provide complete information on the total amount of all fees including course fees, administration fees, materials fees and any other charges to all the prospective students prior to enrolment and include them in the Student Agreement.
- ACAB will articulate and provide information on payment terms, including the timing and amount of fees to be paid, any non-refundable deposit/administration fee, security of pre-paid fees, and the fees and charges for additional services to all the prospective students prior to enrolment and include them in the Student Agreement.
- ACAB will provide all the prospective students with a copy of its Fee Refund Policy as part of enrolment process and make a copy of the policy available on its website at all times.

Protection of fees paid in advance

- ACAB protects the fees that are paid in advance by both domestic and international students.
 - For international student fee protection is ensured as follows:
 - ACAB does not require international students to pay more than 50% of course fees prior to course commencement . However, ACAB provides students with the opportunity to pay more than 50% of their tuition fees prior to course commencement if they wish. Where a student chooses not to pay more than 50% upfront, the remaining amount will be collected according to an agreed payment schedule. Note, however, that where a course is less than 30 weeks, ACAB will require students to pay the full cost of the course prior to course commencement.
 - ACAB pays into the Tuition Protection Service(TPS) provided by the Australian Government.
- In the event that ACAB is unable to deliver a course a student has paid for and does not meet the obligation to either offer a student an alternative course or pay a student a refund of the unspent prepaid tuition fees, the TPS will assist students in finding an alternative course or to get a refund if a suitable alternative is not found.

Pre-paid Tuition Fees

- A maximum of 50% of the course tuition fee will be collected as a pre-paid fee for course longer than 24 weeks in duration.
- For packaged courses, 50% of the fee of the first course of study will be collected as a pre-paid fee.
- ACAB will keep initial prepaid tuition fees in a designated bank account within 5 business days of receiving them. This account will only be drawn down when the student commences the course.
- Under the provisions of changes to the Education Services for Overseas Students Act 2000 enacted on 20th of March 2012 as part of the Government's second phase response to the Baird Review, ACAB will contribute annually to TPS and meet the new regulatory requirements.

On Commencement

- ACAB will not require students to pay any further fee prior to two (2) weeks of commencement date of the next study period.
- Fee invoices will be sent out to the students at least four weeks prior to start of a new study period with an appropriate due date according to this policy. If a student voluntarily pays fees earlier than due date, it will be treated according to pre-paid fee provisions set out in this policy (5.4) to enable college to refund any unused tuition fees according to its Fee Refund Policy.
- Student tuition fees are required to be paid on or before the due date for a study period as notified to students through college's communications including offer letter, invoice, fee-reminder, college's website, or any other fee related correspondence.
- The college reserves the right to amend student tuition fees, fines and other charges as it so determines. However, the tuition and other fee(s) which have been agreed with a student at the time of signing the student agreement will not change for the duration of the enrolment and agreement period.
- The college may impose a late payment fee where a student has not paid tuition fees by the advised due date for payment.
- The enrolment will not be made effective until the required fees have been paid.
- A fee-paying student who has not paid tuition fees by the advised due date may have the student's enrolment at the college cancelled.
- A student who has outstanding fees owing to the college will not be permitted further enrolment (except where any Commonwealth or State legislation or code of practice provides otherwise) and will have their academic results withheld (as such will not be eligible to graduate) until the fee debt is paid in full.
- The college may refund relevant fees to a student in accordance with its Fee Refund Policy and Procedure
- A student excluded under a college rule (e.g. disciplinary action) is not entitled to a refund (except where any Commonwealth or State legislation or code of practice provides otherwise).
- A default is only determined when any complaints and appeals processes are complete, and the student default is confirmed.
- ACAB will notify the Secretary and TPS Director (via PRISMS) of student fee defaults for which education services are likely to be denied within 5 business days (Once any complaints and appeals processes are complete and the student default is confirmed).
- The Executive Committee will review and approve all tuition fees for students of ACAB on an annual basis.

Fee Refund Policy and Procedure

- The only refundable fees are the tuition fees. Fee refunds will be based on ACAB Fee Refund Policy .
- Where an enrolment change is necessitated by illness or other exceptional and compassionate circumstances beyond the student's control and which prevent the student from completing studies in that study period, any refund of tuition fees is contingent upon approval of the refund by the CEO.
- The fees and charges required to be paid to ACAB by a student will be as specified in a signed written agreement between the student and the college that is entered into prior to the student commencing in the course(s) to which the agreement pertains.
- Fees and charges may be consolidated under a "package" if the student is enrolled in more than one course at the college.
- The types of fees and charges payable to the college by a student may include, without being limited to, the following:
 - Tuition fees (including fees referred to as course or program fees)
 - Materials fee
 - Enrolment fee
 - Reassessment or unit re-sit fee
 - Late payment fee or charges

A. Full Refund of Tuition Fees

All unexpended (unused) tuition fees will be refunded in full where:

- The course does not start on the agreed starting date which is notified in the Letter of Offer.
- The course stops being provided after it starts and before it is completed.
- The Course is not provided fully to the student because the college has a sanction imposed by a government regulator; or
- An offer of a place is withdrawn by the college and no incorrect or incomplete information has been provided by the student.

"Compassionate or compelling circumstances" are reasons why a student's enrolment status may be changed. These are generally those situations beyond the control of the student. The full refund of unexpended tuition fees process will be applied to the following circumstances:

- A student is unable to obtain a student visa due to refusal or delay prior to the commencement (Evidence should be provided, this clause does not include the situation where the student has decided not to seek extension of visa for whatever reason);
- Other special or extenuating circumstances, including political, civil, or natural events, are accepted at the discretion of the CEO as preventing a student from taking up the course.

The student will have the right to choose whether to seek a full refund of the fees, or to accept a place in another course. If the student chooses placement in another course, the college will ask the student to sign a new student agreement to confirm the acceptance of the placement in another course.

B. Partial Refunds of Fees

Partial refunds of the amounts specified below will be provided in the following circumstances:

- Where a student formally withdraws from a course **more than ten (10) weeks** before the agreed start date or term start date, 80 % of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded (less enrolment fees and material fees).
- Where a student formally withdraws from a course **between four to ten (4-10) weeks** before the agreed start date or term start date, 50% of the tuition fees paid for that term or study period and any other unexpended tuition fees will be refunded (less enrolment fees and material fees).
- Where a student formally withdraws from a course **less than four (4) weeks** before the agreed start date or term start date, 30 % of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded (less enrolment fees and material fees).
- If the student applies for deferral in line with ACAB Deferral Policy (and the deferral has been approved), the refund policy applies from the Original Date of Enrolment, Not the Deferred DATE.

If the student is able to demonstrate compassionate or compelling circumstances, the amount refunded to the student can be higher than the one specified in the table above at ACAB's discretion

- Serious illness or injury, (a medical certificate must be provided stating that student is unable to attend class);
- Bereavement of close family members such as parents, grandparents, brother, sister, (a death certificate must be provided);
- A traumatic experience such as witnessing a serious accident or witnessing or being victim of a serious crime (police report must be provided);
- A major political upheaval in the student's home country which requires emergency travel that will affect student's studies;
- A natural disaster in the student's home country which requires emergency travel that will affect student's studies;
- If the student is not happy with ACAB's refund policy or its complaints and appeals policy, the student has the right to seek external advice and pursue its action under Australia's consumer protection laws.
- ACAB will refund any monies only in the student's nominated bank account or to the student in person.

In certain circumstances, students will not be entitled for a refund of tuition fees. These circumstances include but will not be limited to the following circumstances:

- Where a student formally withdraws from a course after the agreed start date or term start date, the student will not be entitled for a refund and will still be liable for the tuition fee for that/current term or study period.
- Leave of absence, deferral, and suspension of studies do not entitle a student for a refund of tuition fees for the duration for which such absence, deferment or suspension were affected.
- A student whose enrolment is either suspended or cancelled by the college for whatsoever reason during an enrolment period, including but not limited to misbehaviour or non-payment of fees to the college, shall not be eligible for a refund for that term.

D. Penalties for Non-payment or Late Payment of Fees

- A late payment charge of \$200 (due within 7 work days) or \$400 (due more than 7 work days) may apply where a student (or their agent in case of an international student) has not paid tuition fees by the fee due date notified to the student.
- A student who has outstanding fees owing to the college will not be permitted further enrolment (except where any Commonwealth or State legislation or code of practice provides otherwise) and will have their academic results withheld (as such will not be eligible to graduate) until the fee debt is paid in full.
- A student who has not paid tuition fees by the fee due date may have their enrolment cancelled at the college.
- A student whose enrolment has been cancelled due to non-payment of fees may apply for reinstatement of the enrolment within twenty (20) days of the notice of cancellation, provided the student pays in full any outstanding amount owing to the college.

Procedure for Claiming Refunds

- All refund claims must be submitted in writing via college's *Refund Request Form* accompanied by appropriate supporting documents as specified to the college reception.
- All refund applications must be made and signed in person by the student. Where it is not possible for a student to be present in person (e.g., students residing overseas or offshore students) to claim a refund, the student must send a scanned copy of their signed forms to the Student Support Officer either by email : sst@acab.edu.au or in person in the college . On receipts of email or in person applications, the Student Support Officer will verify student's signatures on records and may also telephone the student to verify student 's identity . No refunds will be made on email or in person applications until the time when student's identity has been verified.
- All applications for the refund will be authorized by the Chief Executive Officer.
- When an amount is refunded to an international student, ACAB will provide the student with a statement explaining how the refund amount has been calculated.
- A refund of fees in relation to an international student will be made in the same currency in which the fees were paid and be made to the party who entered into the written agreement with the college unless that person directs the college otherwise in writing.
- In normal circumstance, the college will refund the amount within four (4) weeks after receipt of the completed and signed *Refund Request Form* together with appropriate supporting documents.
- Payments will be made to students by telegraphic transfer in their nominated bank accounts.

Grievances and Appeals

A student may appeal against a decision made with respect to fees, including refunds, and the appeal must be lodged in writing according to the processes for appeals as detailed in the *Student Complaints and Appeals Policy and Procedure*.

Availability of the college's complaints and appeals processes does not remove the right of a student or an intending student to act under Australia's consumer protection laws or to lodge an appeal with a relevant external body or to take other legal action.

STUDENT DECLARATION

Instruction: This agreement must be signed by the enrolled student him or herself and not on behalf of the student by either an agent or other representative, and witnessed by a contactable person. Student must be 18 year of age or older at the time of signing this agreement.

By signing this agreement, you, the student, acknowledge and affirm that:

1. You have read and understood this written agreement;
2. The information supplied by you is true and correct;
3. The College reserves the right to vary or reverse any decision regarding admission or enrolment made because of any incorrect or incomplete information provided by you;
4. Information supplied in this form may be made available to the Australian Commonwealth and State agencies, pursuant to College obligations under the ESOS Act 2000 and the National Code 2007;
5. You have received and understood information from the school regarding the following:
 - a. The course(s) in which you have been enrolled and vocational outcomes associated with this course(s);
 - b. Conditions of enrolment in the course(s);
 - c. All tuition and course-related fees;
 - d. Australian College of Applied Business's Fee Refund Policy;
 - e. The sharing of personal information;
 - f. Change of address obligations;
 - g. Grounds on which your enrolment may be deferred, suspended or cancelled.
 - h. Privacy policy
6. You have read, understood and agree to be bound by the above conditions of enrolment;
7. You are aware of the extent of the tuition and living costs associated with studying in the Course Program and are prepared to meet these costs, including the living costs of any dependents who travel with you; and you are aware that any school aged dependents accompanying you may be required to pay full fees if they are enrolled in either a government or non-government school in Australia;
8. You are aware of the estimated cost of your stay in Australia and understand the financial capacity to meet such costs is your responsibility;
9. You agree to pay the tuition fee as per the fee schedule in this agreement and on the due date, unless prior arrangements have been made with the College for alternative payment schedule. Failure to pay the fee on time will incur a fine;
10. You understand that you are liable to pay all fees to the College as per the terms of this agreement, and in the event of College initiating legal proceedings for failure to pay on agreed date; the College will be at liberty to recover all the legal costs from you in addition to the overdue fee;
11. You recognize that it is your responsibility to provide all necessary documentation to support this application and also acknowledge that your enrolment may be cancelled by Australian College of Applied Business at any time in the event of submitting bogus and/or forged documentation;
12. You are aware that there shall be no requirement for the College to issue any qualification prior to the completion of the above course;
13. You acknowledge that you are entering into this agreement having relied upon your own enquiries and the information contained in the Australian College of Applied Business course brochures and you have not relied on any other representations whatsoever;
14. If you are applying for credit or Recognition of Prior Learning, that you have informed that College in writing of this intention; and
15. You are aware that the signature below will be verified against the signature visible on your current passport.

Print Name

Signature

Date



AGENT DECLARATION *(If the student is applying through an approved agent)*

- I declare that I have clearly explained Australian College of Applied Business's available courses, living costs in Australia and other relevant information to the student, which assisted in his/her decision to study pursue her study in Australia under Australian College of Applied Business.
- I declare that I have not provided any misleading information to the student.
- I declare that I have explained the complete visa process and requirements to the student.
- I declare that I have verified all the documents and information provided by the student. Hence, all documents and information provided in support of the student's application are true and correct to the best of my knowledge.
- I understand that Australian College of Applied Business has the right to verify the information provided by the student.
- I understand that the information provided as part of this application may be shared with the Department of Home Affairs.

Name of Agency: _____

Date: _____

Agent Name: _____

Signature: _____

Agent Contact No: _____

Agent Stamp: _____

This section is to be completed by Australian College of Applied Business staff:

DOCUMENT CHECKLIST

Document	Submitted	Not Submitted	Comment/s
Certified academic qualifications	☐	☐	
Certified copy of passport	☐	☐	
Certified copy of valid IELTS/ELICOS	☐	☐	
Release Letter (if applicable)	☐	☐	
Previous COE's (if applicable)	☐	☐	
Academic Results (if applicable)	☐	☐	

NOTE

Documents not in English must be Certified by an approved Translator – All documents should be scanned in color, clear and saved in PDF if being sent by the agent.

Received by:

Date:

Comment/s:

Signature:

