

## INTERNATIONAL STUDENT APPLICATION FORM

For admission to Australian College of Applied Business (ACAB) courses for full-fee paying students

Please complete and EMAIL this form back to ACAB, Email: [admissions@acab.edu.au](mailto:admissions@acab.edu.au)

Applying from	<input type="checkbox"/> Off-Shore (Outside Australia)	<input type="checkbox"/> On-Shore (In Australia)
---------------	--	--

### PERSONAL DETAILS

Applicant's Family Name			
Applicant's Given Name			
Date of Birth	Day / Month / Year	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth			
Nationality	As shown on passport		
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>If Yes, please provide previous/current provider and course details</i>				
If Yes, which visa are you holding?	<input type="checkbox"/> Student	<input type="checkbox"/> Working Holiday	<input type="checkbox"/> Tourist	<input type="checkbox"/> Other
If student visa, issuing DIBP office			Passport No	
Do you wish the college to arrange OSHC for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please arrange OSHC coverage for	<input type="checkbox"/> Single	<input type="checkbox"/> Family		

### EDUCATIONAL & PROFESSIONAL BACKGROUND

<b>Highest Qualification</b>	<i>(Please attach certified copies)</i>		
<b>Completed in</b>		<b>Institution</b>	
<b>Current/Last Job role</b>			
<b>Work Experience (Years)</b>			
<b>IELTS Score (specify centre)</b>		<b>Other</b>	

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

- BSB61015 Advanced Diploma of Leadership and Management – 74 weeks
- BSB80615 Graduate Diploma of Management (Learning) – 74 weeks

**Will you be applying for RPL or Credit Transfer?**

*Apply using the RPL & Credit Transfer Application Form separately once your enrolment is confirmed. Form available from college website or Student Services – [studentservices@acab.edu.au](mailto:studentservices@acab.edu.au)*

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	January	<input type="checkbox"/>	February
<input type="checkbox"/>	April	<input type="checkbox"/>	May
<input type="checkbox"/>	July	<input type="checkbox"/>	August
<input type="checkbox"/>	October	<input type="checkbox"/>	November

**Preferred Term/Semester**

**Preferred IntakeYear**

**ACCOMMODATION/AIRPORT PICKUP**

<b>Do you require accommodation?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<b>Do you require airport pickup?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------------------	--------------------------	-----	--------------------------	----	---------------------------------------	--------------------------	-----	--------------------------	----

**APPLICATION CHECKLIST (ATTACHMENTS)** *Attach all Applicable*

<input type="checkbox"/>	<b>International Students Application Form</b>	<input type="checkbox"/>	<b>Copy of IELTS Certificate/Results</b>
<input type="checkbox"/>	<b>Certified Copies of your Previous Awards/Test amurs</b>	<input type="checkbox"/>	<b>Copy of your Passport</b>
<input type="checkbox"/>	<b>Certified Copies of Transcripts/Statement of Results</b>	<input type="checkbox"/>	<b>Evidence of Funds Availability</b>
<input type="checkbox"/>	<b>Release Letter</b> ( <i>onshore transferring students only</i> )	<input type="checkbox"/>	<b>Completed Pre-enrolment Questionnaire</b>

**PAYMENT** (*Fee can be paid in*)

<input type="checkbox"/>	<b>Cash (at College's Reception/Administration Department)</b>				
<input type="checkbox"/>	<b>Cheque or Money Order, made payable to Australian College of Applied Business Pty Ltd</b>				
	<b>EFT – Electronic Fund Transfer (Bank Details are)</b>				
	<b>Bank Name</b>	National Australia Bank			
	<b>Account Name</b>	Smart Connection Company Ltd Pty			
	<b>BSB Number</b>	082-231	<b>Account Number</b>	44-181-1546	<b>Swift Code</b> NATAAU3302S

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

<p><b>By signing this form, I acknowledge that I am 18 years and older at the time of this application;</b> 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.</p> <p>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 &amp; conditions. The information and documents provided by me are true and correct in all respects.</p>		<b>Agent Stamp</b>
<b>Signature</b>		
<b>Date</b>		

Submit your application to: **Australian College of Applied Business:** Level 1, 239 Church Street, Parramatta, NSW, 2150, Australia, Fax: +61 2 6162 2928, Email: [admissions@acab.edu.au](mailto:admissions@acab.edu.au)

**OFFICE USE ONLY**

<b>Date application received</b>		<b>Received by</b>	
<b>Application considered by</b>		<b>Date</b>	
<b>Decision on Application</b>		<input type="checkbox"/> Accepted	<input type="checkbox"/> Declined
<b>Signature</b>		<b>Date</b>	

## FEES AND REFUNDS POLICY

### Student Fee Policy

- ACAB will set out its course fees, including government subsidized training 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.

### Government Subsidized Training (Domestic Students)

- For domestic students seeking admission into government funded programs, ACAB will ensure that correct fees and charges are calculated and levied to students as per the current guidelines set out in the Service Agreement and any Service Agreement Notifications. These fees and charges will be published in the *Schedule of Fees* and communicated to the applicants prior to finalisation of enrolment.
- For domestic students seeking admission into government funded programs, ACAB will apply a fee waiver to an eligible Individual who is a Job Seeker. A 'Job Seeker' is defined as a person who is:
  - Registered with an Employment Services Provider (ESP); and/ or
  - A participant in the Commonwealth Government's Community Development Employment Program and/or Access Program.
- The Job Seeker fee waiver to be applied by the college is limited to enrolments in Certificates III, and IV and does not extend to any other fees, such as student services and amenities fees.
- The college must sight and retain a copy of the original Job Seeker Referral form to apply the waiver. A copy of the form will be sent to the Job Seeker's referral agency.
- The college will not charge a tuition fee to an Eligible Individual who is a prisoner from the Judy Lazarus Transition Centre or a young person required to undertake a course of study pursuant to a community based order, as defined in Attachment 3 to Schedule 2 [of the Service Agreement].

### 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 unexpended (unused) tuition fees.
- 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
  - Application 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.
- A student formally withdraws from a course at least four (4) weeks prior to the agreed start date or the term start date.
- In the circumstance where an offer for admission was made to a student by ACAB less than four weeks before the scheduled term or study period start date as per ACAB's academic calendar, the student will be entitled to a full refund of tuition fees if formally withdrawn before the start of the term or study period.

And in compassionate circumstances at any time were.

- A student is unable to obtain a student visa;
- Illness or disability prevents a student from taking up the course;
- There is death of a close family member of the student (parent, sibling, spouse, or child); or
- 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 acceptance of the placement.

## 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 **less than four (4) 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 (unused) tuition fees will be refunded.
- Where a student formally withdraws from a course **less than two (2) weeks** before the agreed start date or term start date, 25% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded.

## C. No Refund of Fees

In certain circumstances, students will not be entitled for a refund of tuition fees. These circumstances include.

- 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 misbehavior or non-payment of fees to the college, shall not be eligible for a refund for that term.
- A Student whose visa is cancelled during an enrolment period while in Australia for any reason shall not be eligible for a refund.
- A student, who supplies incorrect or fraudulent information or document to obtain a place at the college, shall not be eligible for a refund.

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

- A late payment charge of \$100 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 international students) to claim a refund, the student must send a scanned copy of their signed forms to the Student Admissions Officer either by email or facsimile. On receipts of email or facsimile applications, the Student Admissions 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 facsimile 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 either by cheque (domestic students) or telegraphic transfer (international students) 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 personnel:***

<b>DOCUMENT CHECKLIST</b>			
<b>Document</b>	<b>Submitted</b>	<b>Not Submitted</b>	<b>Comment/s</b>
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)			
<b>NOTE</b>			
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:			

