



STUDENT APPLICATION FORM

PERSONAL DETAILS

FAMILY NAME: _____ GIVEN NAMES: _____
DATE OF BIRTH: ____ / ____ / ____ GENDER: ☐ MALE ☐ FEMALE
COUNTRY OF BIRTH: _____ COUNTRY OF CITIZENSHIP: _____ PASSPORT NUMBER: _____
ADDRESS in home country: _____ TELEPHONE: _____
ADDRESS in Australia (if known): _____ PHONE: _____
EMAIL : _____ MOBILE: _____

IMMIGRATION OFFICE TO APPLY VISA: ☐ Sydney ☐ Other TYPE OF VISA: ☐ Student ☐ Tourist ☐ Working Holiday
☐ Other _____

EDUCATION BACKGROUND

What is level of your English? ☐ Elementary ☐ Beginner ☐ Intermediate ☐ Upper-Intermediate ☐ Advanced

Have you taken **TOEFL/IELTS/ PTE/** other English test? ☐ YES ☐ NO Exam type: _____ Score: _____ Date test: ____ / ____ / ____

Please provide certificated copy of any English proficiency examinations undertaken. IELTS 5.5 or equivalent is an entry requirement for all vocational courses.

What is the highest level of education that you have completed? ☐ University ☐ College ☐ Secondary school

Proposed future study: ☐ Vocational College ☐ TAFE ☐ University Undergraduate ☐ University Postgraduate

Name of institution: _____ Course commence date: ____ / ____ / ____

SELECT YOUR COURSE

	ENGLISH COURSES	LENGTH	START DATE
☐	General English	1 - 30 weeks	____ / ____ / ____

	BUSINESS CERTIFICATE COURSES	LENGTH	START DATE
☐	BSB30120 Certificate III in Business	52 weeks	____ / ____ / ____
☐	BSB40120 Certificate IV in Business	52 weeks	____ / ____ / ____

	BUSINESS DIPLOMA COURSES	LENGTH	START DATE
☐	BSB50120 Diploma of Business	52 weeks	____ / ____ / ____
☐	BSB50120 Diploma of Business	78 weeks	____ / ____ / ____



	BUSINESS DIPLOMA COURSES	LENGTH	START DATE
☐	BSB60120 Advanced Diploma of Business	52 weeks	___ / ___ / ___
☐	BSB60120 Advanced Diploma of Business	104 weeks	___ / ___ / ___

	MARKETING COURSES	LENGTH	START DATE
☐	BSB40820 Certificate IV in Marketing and Communication	52 weeks	___ / ___ / ___
☐	BSB50620 Diploma of Marketing and Communication (Fast Track)	52 weeks	___ / ___ / ___
☐	BSB50620 Diploma of Marketing and Communication	78 weeks	___ / ___ / ___
☐	BSB60520 Advanced Diploma of Marketing and Communication (Fast Track)	52 weeks	___ / ___ / ___
☐	BSB60520 Advanced Diploma of Marketing and Communication	104 weeks	___ / ___ / ___

	GRADUATE COURSES	LENGTH	START DATE
☐	BSB80120 Graduate Diploma of Management(Learning)	52 weeks	___ / ___ / ___
☐	BSB80120 Graduate Diploma of Management(Learning)	104 weeks	___ / ___ / ___

OTHER INFORMATION

OSHC (Overseas Student Health Cover)

The Australian Government requires all students on student visa to have OSHC. Visa length cover is compulsory.

Do you have OSHC at the moment? ☐ YES ☐ NO If yes, when does it expire? ___ / ___ / ___ Insurer: _____

Do you require Elizabeth Institute arrange OSHC for you? ☐ YES ☐ NO

What type of cover do you require? ☐ Single ☐ Couples ☐ Family _____months

Accommodation and airport pick-up

Do you require airport pick-up? ☐ YES ☐ NO

Do you require Elizabeth Institute arrange accommodation for you? ☐ YES ☐ NO (If YES, _weeks, please complete Home stay Application Form)

RPL (Recognition Prior Learning)

Do you wish to apply for RPL? ☐ YES ☐ NO (If YES, please complete RPL Assessment Form)

Depending on your previous study and work experience that we are able to give you credit or exemptions from certain course units.

Do you have any disability, special needs or current health problem? ☐ YES ☐ NO (If YES, please complete Special Needs Form)



REFUND POLICY AND PROCEDURES

Refund Policy

1. The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. A \$500 fee is payable for administering course cancellation.
3. Tuition Fees and Overseas Student Health Cover (OSHC) are refunded in full if your VISA application is rejected and you provide official written notification of the refusal from the Australian Government or Department of Immigration and Border Security.
4. Student Default; no refund will be given if a student:
 - has given false or misleading information;
 - fails to comply with the conditions of enrolment at Elizabeth Institute;
 - is in breach of their VISA requirements as imposed by the Australian Government; and/or
 - withdraws after the commencement date of the course.
5. Tuition Fee refund; if you give written notice of your intention to withdraw from a course:
 - 8 weeks (including the 8th week) prior to the commencement date, 70% of total tuition fees will be refunded less a cancellation fee of \$500;
 - 3-7 weeks prior to the commencement date, 50% of total tuition fees will be refunded less a cancellation fee of \$500;
 - 2 weeks (including 2nd week) prior to the commencement date, 30% of total tuition fees will be refunded less a cancellation fee of \$500;
 - after the commencement date, tuition fees will not be refunded.
6. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
7. Commencement of the course is defined as the course start date in the first Application Form submitted by the student or agent and not subsequent to changes to the starting date.
8. In the unlikely event that Elizabeth Institute is unable to deliver your course in full, you will be offered a refund for the portion of the course for which you have paid but which you have not been delivered or assessed. The refund will be paid to you within 4 weeks of the day of receiving your completed refund application. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a 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 have accepted the placement. If Elizabeth Institute is unable to provide a refund or place you in an alternative course, under the Tuition Protection Service (TPS), you will be placed in a suitable alternative course at no extra cost to you (unless you choose a more expensive replacement course). If this is not possible, you will be eligible for a refund as calculated by the Funds Manager.
9. Course and other fees are not transferable to other students or institutions but may be transferred to another course within Elizabeth Institute at the discretion of the Academy.
10. Any approved refunds are made payable to and sent to the student or his/her agent as applicable in Australian dollars.
11. Fees for services paid to education agents by students are not covered by this refund policy.
12. This refund policy applies to all tuition fees paid to Elizabeth Institute and includes any tuition fees paid to an education agent to be remitted to the college.
13. All refund considerations will be strictly limited to the money paid, which Elizabeth Institute has received from the student as tuition fees only (i.e. exclusive of all non-refundable fees and agents' commission—whether this commission was deducted before or after student payment to Elizabeth Institute.)

Refund Procedures

1. You must complete the Refund Application Form.
2. Your refund will be processed within 4 weeks of receiving your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.

Anything in the above policy does not remove your right to take further action under Australia's consumer protection law, as per National Code of Practice Section 43.1 or to pursue other legal remedies as necessary.

DECLARATION

I have fully read and understand Elizabeth Institute's terms and conditions including the cancellation and refund policy and I agree to abide by them.

Student's Signature: _____

Date: ____ / ____ / ____

How did you hear about Elizabeth Institute?

- ☐ Friends/relatives
☐ Embassy
☐ Newspaper/magazines
☐ **Agent (name/ stamp)**

☐ **Agent Contact Number**