

International Student Application Form

Instructions to complete the application form:

This application form is to be completed by international students only.

- All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.
- Please complete all sections of this form, sign it and send it to us with the following:
 - Certified transcripts and certified English translations of relevant academic records.
 - Evidence to demonstrate English Language Competence (ACFE LLN Test) or certified evidence of English language proficiency (IELTS certificate or equivalent). Students may submit evidence of any of the above to demonstrate English Language competence.
 - Certified evidence of having met the published course entry requirements for the course in which you wish to enrol – as outlined on the Course Outline and summarised below.
 - Any additional documentation to support your application (e.g. resume, work certificates, references).
- Certified copy of your passport including a copy of your visa if currently available. If you are applying for course credit, please read the information on Course Credit in the Student Handbook. Note that the granting of course credit will affect the length of your student visa.
- You will need to include payment for the non-refundable application fee which you can pay by money order or direct transfer into our bank account.
- All money orders should be made out to Australian Centre of Further Education. To make payment directly into our bank account, please use the following details:

Bank: National Australia Bank
Account Name: Australian Centre of Further Education
BSB: 083-091
Account Number: 943 856 373 (include your full name in the transaction statement)

Which course do you wish to enrol in?

Community Services and Health Courses

- CHC33015 Certificate III in Individual Support**
CRICOS Course Code 092131E
- CHC43015 Certificate IV in Ageing Support**
CRICOS Course Code 092132D
- HLT54115 Diploma of Nursing**
CRICOS Course Code 096431E
- HLT55118 Diploma of Dental Technology**
CRICOS Course Code 097989C
Student may be required to submit the Working with Children Check Clearance (WWCC) and/or Police Clearance Certificate (PCC) and/or immunisation for the placement where applicable

Business Courses

- BSB51918 Diploma of Leadership and Management** CRICOS Course Code 098814G

ELICOS Courses

- EAP 1** (CRICOS Course Code 098555K)
- EAP 2** (CRICOS Course Code 098557G)
- EAP 3** (CRICOS Course Code 098556J)
Students enrolled in EAP courses are required to take an English placement test before course commencement

Preferred intake date: _____

Student Details:

Title: Mr Miss Ms Mrs Dr Other
Family Name: _____
Given Name(s): _____
Date of Birth: _____
Gender: Male Female (Indeterminate/Intersex/Unspecified)
Nationality: _____
Passport No.: _____
First Language: _____

Home Address - Overseas (must be applicant's address):

Unit No: _____ **Street No:** _____
Street Name: _____
Suburb: _____
State: _____ **Postcode:** _____
Country: _____
Home Phone No: _____
Mobile Phone No: _____
Email Address: _____

Address in Australia (if known, must be applicant's address):

Unit No: _____ **Street No:** _____
Street Name: _____
Suburb: _____
State: _____ **Postcode:** _____
Country: _____
Home Phone No: _____
Mobile Phone No: _____
Email Address: _____

Visa Details:

Do you have a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Visa Type:	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other
If no, which Visa Type are you applying for?	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other

At which HOME AFFAIRS office location will you submit a visa application?

City: _____
Country: _____

Overseas Student Health Cover Arrangement:

OSHC arrangement is a requirement for a student's visa application from HOME AFFAIRS.

Do you have OSHC? Yes No
If no, do you require ACFE to arrange OSHC? Yes No

If you have OSHC, please provide details: (please also attach a copy of your OSHC certificate/card with this application)

If yes, please provide details:

Membership No: _____

Expire Date: _____

Overseas Visitor Health Cover (OVHC):

Parent who will be residing in Australia with student under 18 years old and applying for a guardian visa must hold OVHC. ACFE arranges the cover.

Do you require ACFE to arrange OVHC? Yes No

Information on special needs and personal history:

The information provided below will assist ACFE in arranging, monitoring and improving services to assist students.

- Do you have a disability, impairment or long term medical condition which may affect your studies? Yes No
- Would you like to receive information on support services, equipment and facilities available which may assist you? Yes No
- Please indicate the type of disability that applies:

Mobility Hearing Vision Learning Medical

If other, please specify: _____

Do you have any medical conditions or allergies? Yes No

If yes, please specify: _____

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff? Yes No

If yes, please specify: _____

Parent Details (Mandatory Fields):

Family Name of Parent: _____

Given Name(s) of Parent: _____

Relationship to Student: Mother Father

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Country: _____

Home Phone No: _____

Mobile Phone No: _____

Email Address: _____

Guardianship Arrangement:

(applicants under 18 years old)

Do you require a CAAW from ACFE? Yes No

Do you require ACFE to arrange guardianship? Yes No

If no, you must nominate a person to be your guardian, who must be over 21 years old and an Australian Citizen or Permanent Resident and approved by ACFE through an interview. ACFE requires certified copies of citizenship certificate, AFP report and a proof of residential address at an interview.

Guardianship Details:

Family Name of

Guardian: _____

Given Name(s) of Guardian: _____

Relationship to Student: Mother Father Relatives

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Country: _____

Home Phone No: _____

Mobile Phone No: _____

Email Address: _____

Accommodation Arrangement:

Do you require ACFE to arrange airport transfer services? Yes No

Do you require ACFE to arrange homestay? Yes No

If yes, you must complete Homestay Application Form for the services

If no, please provide your homestay details (ACFE will inspect homestay place):

Contact's Name: _____

Contact's Mobile Phone No: _____

Contact's Email Address: _____

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Home Phone No: _____

Education Agent/Representative

Are you applying through an education agent? Yes No

Representative's details:

I hereby confirm that I shared the course information with the applicant. I also disclosed the commercial benefit to the student by enrolling him/her at ACFE.

Agent Signature: _____

Education History:

What is your highest completed school level? (tick one box only)

- | | |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> Never attended school |

In which year did you complete that school level? _____

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

If Yes, please tick any applicable boxes:

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate I
- Certificate II
- Certificate III (or Trade Certificate)
- Certificate IV (or Advanced Cert/Technician)
- Certificates other than these

Please list any qualifications you have completed and the year of completion

Qualification	Year

Do you wish to apply for Credit Transfer or RPL?

- Yes- Credit Transfer or National Recognition.
Certified copies or transcripts from previous qualifications must be provided with this form.
- Yes- Recognition of Prior Learning (an RPL Application form must also be submitted with this form)
- No

English Level Details: (documents are required to be provided)

Test Type	Results/Score Overall	Date of the Result

Employment History:

Tick one of the following categories, which best describe your current employment status? (tick one box only)

- Full-time employee
- Part-time employee
- Self-employed (not employing others)
- Employer
- Employed (unpaid worker in a family business)
- Unemployed - seeking part-time or full-time work
- Not employed - not seeking employment

Study Reason

Tick one of the following categories, which best describes your main reason for undertaking this course?

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

Your needs and expectations:

Please outline in a paragraph why you are enrolling in this course and what you hope to achieve by completing the course.

Do you have any individual needs that you will require support from ACFE during your participation in the program? This might include support with learning difficulties, disabilities, English, reading, writing or other. If yes, please outline below.

Is there any other information that you would like to share with ACFE that may be important for us to know to help you to achieve a successful outcome in this course? If yes, please outline below.

Transfer from another provider:

Are you currently enrolled with another registered Australian education institution?

- Yes
- No

If Yes, how long have you been enrolled with the other provider for?

- 0-6 months -- complete below
- More than 6 months

If you answered 0-6 months above, please answer the following questions:

Do you have a written letter of release from the other provider?

- Yes (please attach with your application)
- No

Has the other provider ceased to be registered?

- Yes
- No

Has the course that you were enrolled in ceased to be registered?

- Yes
 No

Has the original provider had a sanction imposed on its registration by the Australian Government or state or territory government that prevents you from continuing your course?

- Yes
 No

Does any government sponsor of yours considers the change to be in your best interest and has provided written support of change?

- Yes
 No

Documents Checklist

Please ensure to check if you have attached the following documents to this application. All documents that are not in English must be translated into English.

- A copy of passport
 A copy of current Australian visa (for onshore applicants)
 Certified copies of English proficiency (must be obtained within the last 2 years, if required)
 Certified copies of Academic Transcripts and Certificates
 Statement of Purpose
 GTE documents according to HOME AFFAIRS requirements (GTE: Genuine Temporary Entrants)

Documents to provide for nominated guardian by parents and homestay host for students under 18:

- Certified copies of passport, Australian Citizenship and residential address
 Certified copies of proof of relationship to the student (if guardian is relative)
 Working with children check & Police check
 Homestay inspection outcome (for ACFE to issue CAAW)

TERMS & CONDITIONS

Review of Fees

ACFE reserves the right to review its fees. If tuition fees are increased, you will be required to pay the new fees when they are introduced.

Tuition Fees: ACFE will not be responsible for any monies paid to an agent or third party. When ACFE receives your fees, and confirms you have signed our Terms & Conditions on the Letter of Offer, we will send you a **Confirmation of Enrolment**. This form is used to apply for your student visa. For courses exceeding 24 weeks' duration no more than 50% of the total course fee is required prior to the course commencement date. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment; or clothing required. Individual payment plans can be organised on an individual student basis.

On accepting **Letter of Offer** students must pay:

- The first course fee instalment, equal to 50% of total course fees, prior to the commencement of the course in order to obtain a **CoE** to start their course **OR**
- The full course tuition fee in the case where the course is 24 weeks or less or if the student chooses by him/herself to pay the full tuition fee as mentioned on the letter of offer.

In the case where a course exceeds 24 weeks in duration, (i.e. more than one 24-week period), the remaining fee instalment/s is/are required to commence two weeks prior to the commencement of the second study period. Non-payment of course fees will result in expulsion and reporting to HOME AFFAIRS. If fees are not paid by the due date, a late fee of AUD\$200.00 per instalment may be charged.

Course Credit: ACFE offers course credit if a student demonstrates written knowledge of equivalent subject content and duration. For details please refer to the student handbook on our website (www.acfe.edu.au).

Refund Policy:

SCOPE

- This policy covers the refund process for all fees payable for training services provided within Australian Centre of Further Education scope of registration, in accordance with National Code.

PURPOSE:

- To provide for appropriate handling of student's payments and to facilitate refunds in the case of cancellation by either party. The refund process will allow students the option to disengage from training in a manner in which a negative impact may be negated or reduced, depending upon notification time frame.
- Unless otherwise stated, all refund of fees will only be granted in accordance with this policy. The terms and conditions of this policy apply to all students, whether they are waiting to commence or are continuing studies.

PROCEDURE:

- Details concerning the scope of Australian Centre of Further Education Refund Policy are to be clearly disseminated to prospective students prior to contractual arrangements being made. This dissemination is in the form of the Student Handbook, Application for Enrolment and Letter of Offer.
- 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.

GENERAL RULES:

- The refund process reflects the commitment by Australian Centre of Further Education to hold places as booked by students and the amount of administrative resources consumed at the various stages.
- Refunds must be requested in writing (fill in Refund Application form) to Australian Centre of Further Education by submitting in person at ACFE reception desk or via email to SSO@acfe.edu.au with supporting documents (refer to the following Table of Refunds).
- Australian Centre of Further Education will process refund requests and if approved, arrange payment within 28 days.
- Refunds will be paid in Australian Dollars into the nominated bank account.
- To allow prompt settlement of refund requests, all advanced payments will be held in a nominated bank account by Australian Centre of Further Education until the course start date.
- All requests for refund will be processed on an individual basis, taking into account impact on follow-on units /modules if applicable
- The term "commencement" in this policy refers to the first day of the first program attended by the student.
- Issues with regard to payment are to be handled at the first available opportunity and directed to the Accounts & Student Support Officer of Australian Centre of Further Education. All Refund Requests and issued refunds are to be logged in the Refund Log
- Refunds will only be paid to the student or legal guardian of a student under 18. If a student has paid the fees to their agent, ACFE will recover the paid fees and return to student. Please refer to the Table of Refunds on page 5 for more details

Change of Provider

A student on a student visa is not permitted to change his or her primary provider during the first six months unless exceptional circumstances apply.

Change of Student Contact Details

A student must immediately advise ACFE of any changes in address/contact details and/or in any circumstances within 7 days.

Assessment and Delivery

ACFE delivers and assesses only the courses registered on its scope of registration. Delivery and assessment strategies have been developed in consultation with industry representatives and include various strategies, validation processes and pathways. Student visas require students to make satisfactory academic progress and to complete assessment tasks satisfactorily.

Discipline and expulsion

ACFE reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures. Refunds are subject to the refund policy. HOME AFFAIRS will be notified.

Arrival and Induction

All students will attend an Orientation to ACFE and be inducted into ACFE and courses within the first week of classes.

Academic Performance

All overseas students on a student visa must maintain satisfactory academic progress of any stage of their course. Students not maintaining these conditions will be warned and subsequently reported to HOME AFFAIRS via PRISMS.

Release of Personal Information

The information provided by the student to ACFE, including personal and contact details, course enrolment details and changes, attendance and academic progress can be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. ACFE is obligated, under s19 of the ESOS Act 2000, to inform certain

Government bodies about changes to the student's enrolment and the circumstances of any suspected breach by the student of a student visa condition relating to attendance or satisfactory academic performance without student consent or notification. Personal information supplied, along with consent to being contacted, will only be used by ACFE in connection with an application for a student to study at ACFE or in the case where any outstanding fees payable need to be recovered by an external agency. Provision of personal information is voluntary. However, the application may be hindered if relevant information is not provided. ACFE will only disclose personal information to outside parties if required to by law, with parental consent in other circumstances, or if it is needed to prevent serious threat to a person's health or safety. Personal information provided to ACFE can be accessed and amended by contacting Student Services Department.

Visa and Visa Subclass Conditions

It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass relating to their course after the student has taken their Confirmation of Enrolment to HOME AFFAIRS for approval.

Change to Conditions

ACFE reserves the right to change its fees, conditions, course times or course commencement dates.

Complaints Procedure

If the student or parent has any complaint(s) about the services provided by ACFE or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint.

Full details of the complaints procedure are available at the campus.

Breach of Terms and Condition

Any breach of these terms and conditions may result in the termination of the student's enrolment.

Overseas Student Health Cover (OSHC)

All international students are required to arrange Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. ACFE arranges OSHC and OVHC for students and student's guardian upon requests.

Change of Homestay and Guardianship (Under 18)

A student must immediately advise ACFE of any changes in homestay place or guardianship details within 7 days. Nominated Homestay place must be inspected by ACFE and homestay host will be required to provide relevant documents and guardian must be interviewed by providing requested documents for an approval and to be issued CAAW from ACFE. Failure to notify may lead to cancellation of CAAW

TABLE OF REFUNDS			
Type	Time Frame	Amount Refunded	Documents
VISA Refusal	At any time	100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$250.00 application fee is not refundable <i>Note: if the visa refusal is due to false or misleading information about student identity, previous qualifications and experiences or other relevant information in support of student visa application in order to obtain migration, there will be no refund for paid tuition fee.</i>	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
VISA Renew Refusal for onshore students	After the course has commenced	Paid tuition fees that have not been spent will be refunded. Spent tuition fee is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
Student breach of VISA conditions, suspension or cancellation of enrolment by the college or the student transfer to another registered provider and has been granted release letter	At any time after commencement of a course	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
Withdrawal, Transfer or Enrolment Cancellation	Written notification provided 28 days or more before the commencement of the course	30% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition fee will be refunded. Material fee and placement fee (if applicable) will be refunded. \$250 application fee is not refundable.	Application for Withdrawal Form Refund Application Form Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
	Written Notification provided less than 28 days before commencement of the course	50% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition will be refunded. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	
	Written notification provided after the course has commenced	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	
Student does not commence the course on the start date for any reason and subsequently provides notice of withdrawal from the course	At any time after commencement of a course	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$250.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Any relevant supporting documents
ACFE is unable to deliver the course for any reasons	On the course commencement date	100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$250.00 application fee is not refundable.	Application for Withdrawal Form Refund Application Form
ACFE is unable to complete the course that has been started	After commencement of a course	Paid tuition fee that has not been spent will be refunded. Spent tuition fee is payable to the college. Paid material fee and placement fee (if applicable) that has not been spent will be refunded.	Application for Withdrawal Form Refund Application Form
Withdrawal from Recognition of Prior Learning (RPL process)	After Submission of the fees	Paid RPL assessment fee and \$100.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form

DECLARATION

I (student) would like to apply for enrolment in the selected course with Australian Centre of Further Education (ACFE) and I declare that:

1. I have answered all questions truthfully to the best of my knowledge.
2. I have read and understand information about my course including course delivery and duration, entry requirements, required resources, and other relevant information on ACFE's website www.acfe.edu.au and ACFE's Prospectus.
3. I have also reviewed the policies and procedures associated with my enrolment on ACFE website including the Fees and Refund Policy and Procedures, Complaints and Appeals Policy and Procedures, Privacy Policy & Procedures etc, and understand the terms of my enrolment with ACFE.
4. I declare that I have been provided appropriate and sufficient information to make an informed decision about my enrolment in this course.
5. I declare that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.
6. I understand that all my personal details, including my USI, are confidential and are protected by relevant privacy laws. I give my consent to ACFE to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
7. I understand that I will be required to supply a USI to ACFE, in accordance with national legislation. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>. I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
8. I understand that my enrolment in this course will not be finalised until my application has been assessed to ensure I meet the entry requirements of the course and once I have signed a Written Agreement and Letter of Offer.
9. I understand that, I am responsible to provide up-to-date and accurate contact details to ACFE and notify us if anything changes.
10. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I (guardian) consent to the student named on this application form:

- Attending and participating in ACFE activities, including excursions and trips arranged by ACFE, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary. I am responsible for costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Australian Centre of Further Education to retain my tuition fees in accordance with the Refund Policy, if I elect to cancel my enrolment at anytime.

This agreement, and the availability of ACFE complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Student Signature _____
Date _____
Full Name _____

For students under 18 years old, parent/guardian signature is required

Parent/Guardian Signature _____
Date _____
Full Name _____

(must be signed by the student)