

Agent details:

APPLICATION for ENROLMENT for International Students – Regional Institutes

Phone: +617 4042 2429 Fax: +617 4042 2622

Email: international.tnqit@det.qld.gov.au

1. HOW DID YOU HEAR ABOUT US?					
<input type="checkbox"/> Friend/Family		<input type="checkbox"/> Education exhibition		<input type="checkbox"/> Education or migration agent	
<input type="checkbox"/> TAFE website		<input type="checkbox"/> Advertisement – where?		<input type="checkbox"/> Other - please specify:	
2. PERSONAL DETAILS AS THEY APPEAR IN PASSPORT					
Title (Mr/Mrs/Ms):			Family name:		
Given names:			Preferred name:		
Gender (male/female):		Age (in years):		Date of birth (dd/mm/yy) / /	
Do you have any disability or special learning needs that will affect your studies?				<input type="checkbox"/> Yes - please attach details <input type="checkbox"/> No	
3. CONTACT DETAILS					
Address in your home country:			Address in Australia:		
Email:			Email:		
Phone:			Phone:		
Fax:			Fax:		
4. PASSPORT AND VISA DETAILS					
Country of citizenship (as shown on passport):			Country of birth:		
Do you hold a current Australian visa? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What type of visa do you hold? Please specify visa:			Please attach a clear photocopy of your passport photo and number.		
Visa expiry date (dd/mm/yy) / /			Passport Number:		
Where will you apply for your visa: <input type="checkbox"/> Outside Australia <input type="checkbox"/> In Australia – which city?					
5. CONFIRMATION OF ENROLMENT DETAILS					
Have you been studying with another registered education provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, institution's name:					
Do you have a letter of release from your current registered education provider? <input type="checkbox"/> Yes - please attach to application <input type="checkbox"/> No					
Have you studied in a TAFE Queensland institute before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide student number:					
6. ENGLISH LANGUAGE					
If your first language is not English, have you passed a recognised English language test in the past 12 months? eg IELTS <input type="checkbox"/> No					
<input type="checkbox"/> Yes – which test was taken?		Date taken (dd/mm/yy) / /		<input type="checkbox"/> Please attach results	
7. OVERSEAS STUDENT HEALTH COVER (OSHC)					
Do you want us to arrange Overseas Student Health Cover? Yes: <input type="checkbox"/> Single cover or <input type="checkbox"/> Family cover <input type="checkbox"/> No					
8. ACCOMMODATION					
Do you want the Institute to arrange someone to meet you up at the airport?			<input type="checkbox"/> Yes (additional fees will apply)		<input type="checkbox"/> No
Do you want the Institute to arrange homestay accommodation? <input type="checkbox"/> Yes (additional fees will apply)			<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> No
9. FAMILY DETAILS					
Will there be dependents on your visa application? <input type="checkbox"/> Yes <input type="checkbox"/> No			If YES, how many dependents?		
If Yes to (a) or (b), please complete details below. If more than 3 dependents, please attach extra information.					
Family name	Given names	Relationship	Date of birth	Studying in Australia?	Institution

10. ENGLISH LANGUAGE COURSE ENROLMENT					
Where would you like to study? Institute:			Campus:		
When do you want to start? (dd/mm/yy) / /					
<input type="checkbox"/> 12 weeks of English for Academic Purposes (EAP) <input type="checkbox"/> Semester 1 or <input type="checkbox"/> Semester 2 <input type="checkbox"/> _____ weeks of General English 25 hours / week (5 days per week) <input type="checkbox"/> _____ weeks of General English 20 hours / week (5 days per week) <input type="checkbox"/> _____ weeks of Certificates in Spoken and Written English <input type="checkbox"/> _____ weeks of part-time English – not CRICOS registered and cannot be used to apply for a student visa: _____ hrs per week Do you intend to undertake further study in Australia at the completion of your English language course? <input type="checkbox"/> Yes <input type="checkbox"/> No					
11. CERTIFICATE / DIPLOMA COURSE ENROLMENT					
	Course name	Institute/campus	Start date		
1.					
2.					
3.					
12. EDUCATION HISTORY					
Details of past education and training, including highest levels reached (attach certified copies of all records)					
Year	School/institution	State/country	Name of qualification	Course weeks	Result attached yes / no
13. SCHOLARSHIP DETAILS					
Will you receive a scholarship? <input type="checkbox"/> Yes - please attach details <input type="checkbox"/> No					
If yes, please indicate who will provide the scholarship: <input type="checkbox"/> Aus Aid <input type="checkbox"/> Your government <input type="checkbox"/> Other					
12. PRIVACY OF INFORMATION					
TAFE Queensland is collecting the information on this form to determine student selection eligibility. Only authorised departmental officers have access to this information. TAFE Queensland regional institutes may access sensitive personal information for each student which is placed on the PRISMS database. Under the ESOS Act (i) any information provided to the provider may be made available to Commonwealth and State agencies and (ii) the provider is required to tell DIAC about changes to the student's enrolment (Standards 10,11,12,13 – The National Code 2007) and any breaches of a student visa condition relating to attendance or satisfactory academic performance (Standards 10,11,12,13 The National Code 2007). Your personal information will not be disclosed to any other third party without your consent, or unless authorised by law. Officers of TAFE Queensland regional institutes will act in accordance with the requirements of the ESOS Act, VETE Act and Privacy Acts and Regulations.					
13. DECLARATION					
For your application to be valid, you must complete Part 1 Declaration by Applicant.					
If you are under 18 years your parent or guardian must complete Part 2 Declaration by Parent or Guardian.					
<u>PART 1 - DECLARATION BY APPLICANT</u>					
I certify that the information on this form and the supporting documentation are correct and complete. I authorise TAFE Queensland regional institutes to obtain other details relating to my academic record. I acknowledge that the provision of incorrect information or documentation relating to my application may result in the cancellation of my enrolment. I further acknowledge that the Provider may make available this information to Australian Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and Standard 3 of the National Code.					
Student signature _____			Date (dd/mm/yy) / /		
<u>PART 2 - DECLARATION BY PARENT OR GUARDIAN (if student under 18 years of age)</u>					
I have read the information on this form and the details of the applicant are complete and correct. I hereby apply for the entry of my child/ward to study with TAFE in Australia and declare that I have financial capacity to meet the tuition fees and expenses in Australia. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to the application may result in the cancellation of the enrolment.					
Name _____			Relationship to student _____		
Signed _____			Date (dd/mm/yy) / /		

Please return Application for Enrolment and all supporting documents to your agent
or by fax to Tropical North Queensland TAFE: +617 4042 2622 or email to
international.tnqit@deta.qld.gov.au

TAFE QUEENSLAND – REGIONAL INSTITUTES

CRICOS Provider Numbers: 02012B Tropical North Queensland TAFE; 02001E Barrier Reef TAFE; 02011C Southern Queensland TAFE; 02013A Wide Bay TAFE

International student terms and conditions of enrolment

This document forms part of the Student Agreement and must be signed and returned to the regional institute when accepting an Offer of Place. In accepting an Offer of Place with a TAFE Queensland regional institute the student agrees to the following terms and conditions:

1. The student has read and understood the information provided about the relevant institute, and the course/s of their choice.
2. The student agrees to comply with the TAFE Queensland Student Rules and all institute policies related to international students for the entire duration of studies.
3. The student must meet all the conditions outlined in the Offer of Place, prior to course commencement.
4. The student understands that it is their responsibility to provide the regional institute with the necessary evidence to satisfy the conditions of entry outlined in the Offer of Place, before their studies begin.
5. Students who fail to satisfy the conditions outlined in the Offer of Place will not be able to commence their studies.
6. Students must present their original passport and evidence of visa confirmation to the international office on arrival.
7. All fees detailed in the Offer of Place must be paid by the expiry date.
8. It is understood that payment of tuition fees will not be accepted by TAFE Queensland institutes until:
 - a. A signed and dated International Student Terms and Conditions of Enrolment (including Refund Conditions) agreement is received from the student, thereby agreeing to abide by all the conditions contained within the document.
 - b. All entry conditions stated in the Offer of Place have been satisfactorily met.
9. Tuition fees for continuing students are due to be fully paid by the due date. Failure to pay each semester's fees in full by the due date may result in the charging of A\$100 late fee and the cancellation of enrolment and subsequent reporting to the Department of Immigration and Citizenship (DIAC).
10. If DIAC is advised of any change in the student's enrolment status (eg cancellation, suspension, deferral, change of course etc), the student visa status may be affected and the student must contact DIAC.
11. Students understand they will not be allowed to commence or continue their course until all fees are fully paid including Overseas Student Health Cover (OSHC), bank fees, late fees, administration charges and any outstanding fees from previous enrolments.
12. Students understand they are responsible for payment of associated sundry expenses (unless otherwise indicated) including textbooks, stationery, material fees, uniforms and other personal expenses throughout the duration of their studies.
13. Students must ensure that full payment of relevant material fees is finalised prior to commencement of each semester of studies.
14. Students are aware of the estimated costs of their stay in Australia and understand that the financial capacity to meet such costs is their responsibility.
15. Students understand that any school-age dependents accompanying them to Australia will be required to pay full fees if they are enrolled in either a government or non-government school. It is the responsibility of the student to make all necessary arrangements for the enrolment of their school-age dependents.
16. Students are required to arrive at the nominated regional institute in time to attend the international orientation, and the relevant faculty orientation which is held prior to the commencement of their studies.
17. If a student is unable to commence their course by the advised dates, approval to commence the course at a later date is at the sole discretion of the regional institute. The student must submit a written request to defer their start date, to the regional institute.
18. Under exceptional circumstances students may apply to defer. Application for deferral must be in writing and received 2 weeks prior to commencement of the course/semester start date. Approval of the application will be at the discretion of the relevant regional institute, and will be dependent on a place being available in the course. If the deferral is approved tuition fees will be transferred to the new course start date and will be held by TAFE Queensland for up to one year only. If a student does not contact the institute and does not commence studies within 2 weeks of the start date, DIAC will be advised that the student has withdrawn. Tuition fees will not be refunded.
19. After a student has accepted their Offer of Place and paid all fees they will be allowed one course change free of charge prior to commencement. Any course change/s after commencement will incur A\$100 administration charge for each change.
20. Students are required to advise the relevant regional institute of any information which may impact upon their ability to undertake the course, at the time of submitting their Application ie illness, injury, disability, learning, or support needs, and that the fees outlined in the Offer of Place are based upon the information provided by the student in their application.
21. Students are aware that their personal details as provided to a TAFE Queensland regional institute may be made available to Commonwealth and State agencies and relevant third parties as per the ESOS Act 2000 and The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007).
22. Students agree that TAFE Queensland regional institutes may use the email address supplied by the student to email any information a regional institute deems necessary.
23. Students acknowledge that TAFE Queensland regional institutes must operate in accordance with the ESOS Act 2000 and the National Code 2007 and that this agreement does not remove your right to take further action under Australia's consumer protection laws.
24. TAFE Queensland regional institutes are required under Section 19 of the ESOS Act 2000 to advise DIAC of all changes to a student's enrolment, and any breach by the student of a student visa condition relating to satisfactory academic performance, attendance and payment of fees.
25. The student understands and acknowledges that he or she must adhere to all regional institute policies and meet all conditions of their visa and the following DIAC student visa conditions:
 - a. Maintain full-time enrolment as identified in their course timetable.
 - b. If a student is absent for 2 consecutive weeks during their studies without contacting the relevant institute and providing satisfactory reasons, and the institute is unable to contact the student, DIAC will be advised that the student has withdrawn from study.
 - c. Achieve satisfactory course progress and maintain attendance in the course as required by the regional institute.
 - d. TAFE Queensland regional institutes require a minimum of 80% attendance in each semester of study.
 - e. Pay all fees by the due date for each semester of study.
 - f. Maintain Overseas Student Health Cover (OSHC) for the entire period of studies in Australia.
 - g. Advise the regional institute of any change to their address or contact details within 7 days of the change.
 - h. It is the expectation that students will not transfer out during the first 6 months of the principal course ie highest qualification. (For further details, refer to "Transfer between Registered Providers Policy")
26. Failure to meet any of the above conditions may result in the regional institute reporting the student to DIAC.
27. After exhausting internal appeal mechanisms, the International Unit will provide information about the external appeal process.
28. The terms and conditions of enrolment with TAFE Queensland regional institutes are subject to change. Students agree to abide by the current version available on the relevant institute website.

International student refund conditions

1. Visa

- 1.1 Where your initial student visa application is rejected prior to course commencement TAFE Queensland regional institutes will refund tuition fees paid less the enrolment fee of A\$175. The refund application must be supported by a copy of the visa rejection letter from the Department of Immigration and Citizenship (DIAC).
- 1.2 If the student visa application is rejected after course commencement, the regional institute will charge pro-rata tuition fees for the period of study in addition to the enrolment fee of A\$175.
- 1.3 The terms of this agreement, with regard to withdrawal from study, also apply where:
 - (a) A student is granted permanent resident status
 - (b) An application for a visa extension is rejected or Department of Immigration and Citizenship (DIAC) cancels the student's existing visa.
- 1.4 If a student requires a refund for Overseas Student Health Cover, the student must contact their health fund provider to arrange their own refund.

2. English language course/s

- 2.1 The A\$175 enrolment fee is non-refundable.
- 2.2 If a student withdraws from their English language course (General English and/or English for Academic Purposes) for any reason, excluding visa rejection:
 - (a) More than 28 days before course commencement: the regional institute will refund tuition fees paid, less an administration charge of 20% of tuition fees paid.
 - (b) Less than 28 days before course commencement: the regional institute will refund tuitions fees paid, less an amount equivalent to 12 weeks of English language tuition. If student is enrolled for less than 12 weeks, no refund will be paid.
 - (c) After commencement of General English and/or English for Academic Purposes: tuition fees will not be refunded.
- 2.3 If during their English language studies a student successfully meets the English language entry requirements and all other conditions for entry to a regional institute formal course, the student may apply to credit the balance of their English language tuition fees paid to their formal course fees with a regional institute. This applies where a student has 3 or more full weeks of English language study remaining. The regional institute will adjust the English language tuition fee payable according to the **actual** number of weeks of English language study completed and transfer the remaining balance to the formal course. Written notice must be received by the regional institute at least 3 weeks prior to the new English language end date. Part weeks are counted as full weeks; money is not transferable to any other student and is otherwise non-refundable.
- 2.4 Prior to refunding fees, the regional institute will adjust the original English language tuition fees charged to the student in line with actual English language weeks studied. The A\$175 enrolment fee is non-refundable.

3. Formal course/s

- 3.1 The A\$175 enrolment fee is non-refundable.
- 3.2 If a student withdraws from their formal course for any reason, excluding visa rejection:
 - (a) More than 28 days before course commencement.
 - If the student has paid the full semester tuition fee the regional institute will refund the semester tuition fees paid, less an administration charge of 20%.
 - If the student has paid a deposit towards tuition fees to secure a place in the course, (generally 20%) this deposit is non-refundable.
 - (b) Less than 28 days before course commencement.
 - If the student has paid the full semester tuition fee the regional institute will refund the semester tuition fees paid, less an administration charge of 30%.
 - If the student has paid a deposit towards tuition fees to secure a place in the course (generally 20%), this deposit is non-refundable.
 - (c) After course commencement: regional institutes will not refund tuition fees.

4. Packaged courses

- 4.1 The A\$175 enrolment fee is non-refundable.
- 4.2 If a student has accepted an Offer of Place and paid English tuition fees in full and a deposit towards their packaged courses (eg English plus Certificates and/or Diploma package) the above penalties apply.
- 4.3 If a student 'fast tracks' their Certificate or Diploma course and completes their studies in a period less than the timeframe specified in the Offer of Place, the student will not be entitled to any refund of tuition fees.
- 4.4 Tuition fees may be reduced if the student is granted sufficient Transfer Credits or Exemptions from an Australian registered training organisation within 2 weeks of course commencement. Any reduction will be credited to the last semester tuition fees. Tuition fees will not be reduced or refunded if Recognition of Prior Learning is granted.

5. Provider default

In the unlikely event that a TAFE Queensland regional institute is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by a regional institute at no extra cost to you. You have the right to choose whether you would prefer a full 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 accept the placement.

6. Payment of refunds

- 6.1 All requests for refund of monies paid must be made in writing to the international manager at the TAFE Queensland regional institute.
- 6.2 All requests for refunds or Transfer Credits are subject to the approval of the international manager (or delegate).
- 6.3 Approved refunds will be paid to the student (or transferred to another TAFE Queensland Institute if requested by the student). If the student is under the age of 18, payment will be made to the parent/legal guardian of the student.
- 6.4 Approved refunds will be processed within 4 weeks of the decision of the international manager, subject to provision of appropriate documentation from the student, and Faculty.
- 6.5 Students may appeal refund decisions by writing to the Director, of the regional institute within 14 working days of receiving notification. Any refund due to a default of a TAFE Queensland regional institute, as the registered provider, is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).

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.

I have read, understood and agree to abide by the **TAFE Queensland Regional Institutes International Student Terms and Conditions of Enrolment, including International Student Refund Conditions.**

Student name (please print clearly)

Student signature

Date

Parent or guardian must complete, if student is aged under 18 years:

Parent/Guardian name (please print clearly)

Parent/Guardian signature

Date

Relationship to student: _____