

International Student **Application for Admission Form**

Please read this application carefully, complete all sections and ensure that certified copies of your academic transcripts and English language assessments are attached. Applications will only be considered which are accompanied by the A\$250 Application Fee. Students applying through accredited overseas agents are exempt from this requirement.

Personal Details

Family Name _____

Given name(s) _____

Date of Birth DAY MONTH YEAR Sex M or F

Country of Birth _____

Citizenship _____

Are you currently studying in Australia? Yes No

If yes, name of Institution: _____

If yes, what type of visa do you currently have? _____

If yes, when does your visa expire? _____

Have you been previously enrolled at Holmesglenn Institute of TAFE? Yes No If yes, please provide your student number _____

Are you a Permanent Resident of Australia? Yes No

If not, on what type of visa will you be entering Australia? _____

Passport Number _____

If you are currently studying in Australia, please provide a copy of your current student visa:

Name of you current OSHC Provider _____

Expiry date of OSHC DAY MONTH YEAR

Contact Address (Please do NOT use the address of your overseas representative)

Number and Street _____

Suburb/Town/Country _____

Postcode/Zipcode _____

Telephone _____

Facsimile _____

Email _____

Course Preferences

List the courses in order of preference that you would like to study at Holmesglenn Institute

Preference	Name of Course	Campus*	Commencing: Month/Year (e.g. March 2003)
1			
2			
3			

*Campus: **C** Chadstone **M** Moorabbin **W** Waverley **H** Headmasters Academy Melbourne

English Language Proficiency (Please tick where applicable and attach documentary evidence)

- English is my first language
- English was the language of instruction during my secondary school studies and I gained a satisfactory pass in final year English. I have obtained a satisfactory mark or score in another examination or test acceptable to the Institute (e.g. completion of at least the first year of a tertiary course at a College / University where the language of instruction was English).
- I have satisfactorily completed an approved ELICOS course at (Name of Institution)
- IELTS SCORE: I have undertaken an IELTS test.
Date of test: Day Month Year Overall Band Score:
- TOEFL & TWE SCORE: I have undertaken a TOEFL test.
Date of test: Day Month Year TOEFL Score: TWE Score:
- I will sit for an IELTS or TOEFL test on Date of test: Day Month Year
- I have applied for an ELICOS course at the Holmesglenn Language Centre.

Disability (Please tick where applicable and attached documentary evidence)

Do you consider yourself to have a disability, impairment or long-term condition that will require special assistance? Yes No
 If yes, please attach further information. We may be unable to issue a letter of offer until we can confirm that we will be able to assist you with your disability.

Previous Studies

Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations.

Secondary Studies

Name of qualification (eg. A levels)	School/Institution	Country	Year Completed

Are you currently attempting final year high school? Yes No
 If yes, when do you expect your results to be released? DAY MONTH YEAR

Post Secondary Studies

Name of qualification (eg. Degree/Diploma)	School/Institution	Country	Year Completed

Employment History

Name of Employer	Position	Dates of Employment

Declaration

If you are under the age of 18 this declaration must also be signed by your parent (or guardian).

- I declare that the information contained in this application is true.
- I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at Holmesglenn Institute.
- I consent to DIMA providing Holmesglenn Institute with any information about my visa status from the time of my application to the time of my departure from Australia.
- I confirm that I have received and read a copy of Holmesglenn Institute's current prospectus and fully understand the requirements of the course.
- I understand that the information provided by me to Holmesglenn Institute may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2001 and I understand that Holmesglenn is required to inform DIMA about changes to my enrolment and any breach of visa conditions relating to attendance and satisfactory progress.
- I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.
- I agree that Holmesglenn Institute may disclose information in relation to my enrolment status, visa status including any possible breach of visa conditions along with copies of my course progress and results to my parent/s, guardian/s and/or agent.
- I understand that my photo may be used in Holmesglenn's promotional material and consent for this to be done.

APPLICANT'S SIGNATURE: _____ DATE: / /

PARENT OR GUARDIAN SIGNATURE: _____ DATE: / /

Contact Details

Holmesglenn Institute
 Batesford Road (PO Box 42) Holmesglenn
 Melbourne Victoria 3148 AUSTRALIA

Tel (+61 3) 9564 1703 or 9564 1948
Fax (+61 3) 9564 1712 or 9564 1753
Email intl@holmesglenn.vic.edu.au
Web www.international.holmesglenn.vic.edu.au

CRICOS Provider Code: 00012G

Agent Name/Details

HOMESTAY & EDUCATION
 AUSTRALIA
 Suite 103, Level 1, 379-383 Pitt
 Street, Sydney NSW 2000 Australia
 Telephone 02 9268 0933
 Facsimile 02 9268 0399



Important information to read before completing your Application Form

1. Application Form

- Before completing the Application Form you should have read the information contained in this prospectus. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.
- You must attach to your application certified copies of your academic results including your English language assessment.
- You are required to confirm and consent to eight important items at the end of the Application Form – under the heading "Declaration". Please read them carefully before you sign the Application Form.
- If you are under the age of 18 the Application Form must also be signed by your parent (or guardian).
- Your application must be forwarded to:
The Director, International Centre
Holmesglen Institute
P O Box 42, Holmesglen
Melbourne 3148 Australia

2. Application Fee

- Applications will only be considered when they are accompanied by a bank cheque for A\$250 payable to Holmesglen Institute.

- Applicants who are applying through accredited overseas agents and IDP Education Australia offices are exempt from paying this application fee.

3. Provisional Acceptance / Rejection

- Upon receipt of your application the Institute will immediately advise you whether you have been accepted.
- If you are NOT accepted, your application fee will be returned.
- If you are accepted, you will be asked to forward the balance of your tuition fees by a specific date. You will also be asked to forward fees for accommodation if accommodation is required.

4. Confirmation of Enrolment Forms / Visas

- On receipt of your tuition fees, the Institute will forward you an official Confirmation of Enrolment which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.

5. Overseas Student Health Cover

- All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Students must pay an insurance premium each year. It is the responsibility of the student to ensure that the OSHC is up to date.

Terms and Conditions of Enrolment

Applicants are required to sign on their application form that they have read and consented to the Terms and Conditions of Enrolment at Holmesglen Institute as detailed underneath. If the applicant is under the age of 18 at the time of application, the Application Form must also be signed by the applicant's parent (or guardian).

ACRONYMS

DEST	Department of Education, Science and Training
DIMA	Department of Immigration and Multicultural Affairs
ELICOS	English Language Intensive Courses for Overseas Students
RPL	Recognition of Prior Learning

- 1.6 Where the Goods and Services Tax (GST) applies to programs and services offered in this prospectus, the tax is included in the advertised fee.
- 1.7 A fee will be charged to students who re-sit tests or exams including practicals. Further information will be provided at orientation.

1. Fee Structure

- 1.1 The tuition fees set out in this prospectus are the only ones required for enrolment in programs at this Institute. Students are, however, required to pay for their own textbooks, photocopying, accommodation, uniforms and equipment. These costs are detailed under the individual course.
There is an Employment Placement Fee for students in trade/technician courses.
- 1.2 The tuition fee charged to the student will remain the same provided the student remains enrolled in the same course. If the student changes course, a new tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the fee set by the partner.
- 1.3 Where Holmesglen offers a program with a partner institution, every attempt is made at the time of production of this brochure to give an indication of the tuition fee for the course at the partner institution (indicative fee). Students should refer to the partner institution's website (see page 9) for more information.
- 1.4 The Institute does not accept liability for any fees paid to an agent, either in Australia or overseas, in relation to an application for enrolment at this Institute.
- 1.5 Refunds will only be made in accordance with the Institute regulations. Applicants are asked to carefully read the refund provisions set out in this prospectus before signing the application form.

2. Conditions and Cancellation of Enrolment

- 2.1 Holmesglen reserves the right to cancel a course not later than one month prior to the commencement of the course, in which case a full refund of all fees paid will be made within two weeks.
For student enrolled in package programs with partner institutions, Holmesglen reserves the right to cancel the degree component of the program if there are insufficient students for the course. In this case a full refund of all fees paid for the degree component will be made within two weeks.
- 2.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment will be cancelled automatically.
- 2.3 The Institute reserves the right to report to DIMA the details of a student whose attendance falls below 80%. In the case where a student's visa is cancelled by DIMA for non-compliance, no refund of tuition fee will be made.
- 2.4 All students are bound by the Institute's Student Discipline Regulations. Failure to adhere to these regulations may lead to the suspension or cancellation of a student's enrolment, in which case no refund of tuition fees will be made.
- 2.5 On arrival in Australia, government regulations do not allow international students to transfer to other institutions inside the first year of their course.

Important information to read before completing your Application Form

- Where students are enrolled in a package course comprising an ELICOS program and a formal course, they are required to complete the ELICOS program and the first year of the formal course at Holmesglen.
- 2.6 DIMA requires that international students are enrolled in a full-time course during the entire duration of their studies. Students are not permitted under any circumstances to be enrolled in a part-time course except with the written permission of DIMA.
 - 2.7 Students are required by DIMA to keep Holmesglen Institute informed of their current address. Students who fail to keep Holmesglen informed of their change of address will have their visas cancelled by DIMA.
 - 2.8 International students are required to study full-time and to maintain an 80% attendance in all classes. Holmesglen is required to monitor attendance on a fortnightly basis and to report to DIMA any student whose attendance is not regular.
 - 2.9 International students are required to maintain a satisfactory level of progress in the course in which they are enrolled. Students whose progress is unsatisfactory will have their performance reviewed by a Course Review Panel who will make a recommendation on whether the student's enrolment should be cancelled or whether the student may continue. If a student has failed more than 50% of their stage/semester, the Course Review Panel may decide that the student must repeat the semester. In cases where the student enrolment is cancelled, DIMA will be advised. An international student may not repeat a subject more than once in circumstances where they are not enrolled full-time. The Institute has a detailed satisfactory progress procedure which will be covered in the orientation program and can be obtained from program co-ordinators.
 - 2.10 International students are required to study full time. RPL will not be granted when it would result in a student's program being less than full time. At the end of a course, where students are required to repeat subjects on a part-time basis, their continuing enrolment will first have to be authorised by DIMA.
 - 2.11 Accompanying school-aged dependents of international students will be required to pay full fees if they are enrolled in a government or non-government school.
 - 2.12 International students must maintain adequate health cover for themselves and any members of their family unit who are with them during their stay in Australia.
 - 2.13 Holmesglen is legally required to report to DIMA if an international student is granted RPL which will reduce the length of course in which they are enrolled.
 - 2.14 Holmesglen is required to advise DIMA when a student fails to commence a course, withdraws before the course ends or changes course.
 - 2.15 Students need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DIMA will be advised.
 - 2.16 Students who are unable to arrive on time may be given up to one week to commence. After one week the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be placed in an English language program until the next commencement date for the course.
 - 2.17 Information held on student files including attendance records, belongs to Holmesglen Institute of TAFE. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.
 - 2.18 By enrolling at Holmesglen Institute of TAFE, the student agrees that information relating to academic performance may be made available to their parents or guardian.
- 2.19 Students wishing to apply for a letter of release will need to complete a form available from the International Centre. This form will provide information on Holmesglen's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however students will need to contact DIMA to seek advice on whether a new visa is required. The student will have a right to appeal to DEST.
- ### 3. Information about the Institute
- 3.1 The Institute only accepts responsibility for information given to overseas students that is provided in this prospectus
 - by Institute personnel
 - by accredited overseas agents
 - by IDP Education Australia offices.
 - 3.2 The Institute does not accept liability for information provided by sources other than these.
- ### 4. Accommodation
- 4.1 The accommodation provided by the Institute is detailed in this prospectus. Applicants who are applying for Institute accommodation should carefully read the Student Services and Facilities section of this prospectus.
 - 4.2 Refunds for accommodation expenses paid in advance will be in accordance with the Institute Fee Payment and Refund Procedures.
 - 4.3 Other than placing a student with an Australian family or booking the student into a hostel, hotel or independent accommodation, the Institute takes no responsibility for the accommodation provided.
- ### 5. On Arrival Service
- 5.1 This service is only available to students who have requested Institute arranged accommodation.
 - 5.2 Students are required to notify the Institute of their flight number, date and time of arrival at least 7 days in advance.
 - 5.3 The Institute does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.
- ### 6. Guardianship
- 6.1 Students under the age of 18 are required to have a guardian appointed before they are offered a place in the course. Refer to Page 23. Guardians must be approved by the Institute. Guardianship fees are available on request.
 - 6.2 Students under the age of 18 must have their accommodation arrangements approved by the Institute.
 - 6.3 Parental consent is required for the Institute to seek urgent medical treatment for students under the age of 18.
 - 6.4 In the event that a student becomes seriously ill, the Institute may advise the student's parents.
- ### 7. Complaints
- Holmesglen has a well-established independent Grievance Procedure which provides for prompt resolution of any grievances. Students will be provided with this procedure at orientation. Beyond this Grievance Procedure, all students have a right to pursue further action through the Australian legal system. The Grievance Procedure is detailed in our orientation booklet "Living in Melbourne and Studying at Holmesglen".