

Application form



Please include the following with your application form:

- Current academic transcripts
- English language results (if available)
- Detail of work experience or a resume' and employers' references (if available)
- Copy of passport

Personal details:

Title: ☐ Mr ☐ Ms ☐ Mrs ☐ Miss

First name:

Family/last name:

Date of birth: / /

Your current address:

.....

.....

Home country address: (If not the same as current address)

.....

.....

Phone number

Fax number

Email

Country of citizenship:

Country of birth:

Do you have any type of disability? ☐ No ☐ Yes

Please describe:

What TAFE course/s are you applying for?

1)

2)

Course Start Date ☐ February ☐ Midyear

English Start Date / / Number of weeks

Where do you want to study? ☐ Hobart ☐ Launceston

Do you require accommodation? ☐ Yes ☐ No

Do you require airport collection? ☐ Yes ☐ No

English level

☐ English Language test score if available
(IELTS preferred)

☐ Have never studied English formally

☐ Have completed, or are currently enrolled in,
ELICOS (attach evidence)
Where?

Passport number

.....
If you have a current visa,
please indicate visa type:

- ☐ Visitor
☐ Working Holiday
☐ Student

Other

Educational Background / Work Experience:

What is your highest level of education?

.....

Please attach certified copies of academic transcripts

Have you had any work experience? ☐ Yes ☐ No
(Please attach details and employer references, if available)

Please indicate how you heard about TAFE Tasmania

- ☐ Exhibition/seminar
☐ Private agent
☐ Advertisement or publication
☐ Relative/friend
☐ Australian Education Centre (AEC) in your country
☐ Website

Other:

Declaration

I certify that the information on this form is complete and correct.
I authorise the Institute of TAFE Tasmania to obtain other details
relating to my academic record if necessary. I acknowledge that the
provision of incorrect information or documents, or the withholding
of information or documents relating to my application, may result
in the cancellation of my enrolment. I understand that I will be
responsible for meeting the costs of tuition fees and all living and
other expenses while I am studying in Australia.

Signature:

Date: / /

If the applicant is under 18 years of age, a parent or
guardian must also sign below.

Signature:

Date: / /

Representative's stamp:

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

Application Form



Please print clearly and complete all sections on the back of this form in English

- Tick boxes where appropriate
- Attach a copy of English language test results, academic results and work experience references (if available)
- Post or fax this form and all supporting documents to:

**The Manager
International Education
GPO Box 646
Hobart 7001
Tasmania, AUSTRALIA
Fax: +61 3 6233 5800
Email: inter.ed@development.tas.gov.au**

- Your application will be considered on the basis of educational background, work experience and English language proficiency.
- Successful applicants will receive a Letter of Offer for the nominated course/s and be given instructions for fee payment and procedures for visa application.
- When we have received your acceptance and payment (tuition deposit plus health insurance) a Confirmation of Enrolment form will be sent to you.
- You should then apply for a Student Visa at an Australian Diplomatic Mission.

English Language Requirements

When considering your placement in a course, we prefer an IELTS test result. However, proof of successful study in English may be accepted where a specific English test has not been attempted and there is no IELTS requirement for visa application.

If you want to study at TAFE but need to improve your English first, we recommend that you enrol in TAFE's English Language program.

Refund Policy

Fees

By accepting the offer of a place in a course at the Institute of TAFE Tasmania, a student is entering into an agreement for the duration of the program, which is stipulated in the Letter of Offer. Payment of tuition fees in full or in part indicates that such an agreement exists between the student and the Institute of TAFE Tasmania.

Refunds

TAFE Tasmania will refund tuition fees, within fourteen (14) working days of receipt of notification of withdrawal or of determination of eligibility for a refund, subject to the terms and conditions listed below.

1. Student Initiated Withdrawal

- Where written notice of withdrawal is received by TAFE Tasmania 14 days before the commencement of the course, TAFE Tasmania will refund 75% of the fee instalment due in the current semester less any agent's fee already paid.
- Where written notice of withdrawal is received by TAFE Tasmania less than 14 days before the commencement of the course, TAFE Tasmania will refund 50% of the fee instalment due in the current semester less any agent's fee already paid.
- Where a student has paid yearly in advance and where written notice of withdrawal is received by TAFE Tasmania 14 days before the commencement of the course, TAFE Tasmania will refund 75% of the fee instalment due in the current semester, and 100% of any fee instalment paid in advance.

- Where a student has paid yearly in advance and where written notice of withdrawal is received by TAFE Tasmania less than 14 days before the commencement of the course, TAFE Tasmania will refund 50% of the fee instalment due in the current semester, and 100% of any fee instalment paid in advance.
- TAFE Tasmania will refund fees in extenuating circumstances or on compassionate grounds as determined by the General Manager, Client Relations.
- No refunds, other than that provided for at 1(v) will be provided after the completion of the third teaching week of the term or semester for which the refund is sought.

2. Other

TAFE Tasmania will refund all tuition fees, less \$175.00 administration charges; in the event of a refusal by the Australian Government authorities to grant a visa (proof of refusal must be provided).

3. TAFE Tasmania Default

- TAFE Tasmania will refund all tuition fees within 14 days in the event of a cancellation of a course by TAFE Tasmania.
- If the course does not start on the agreed starting date and the student withdraws prior to the starting date, TAFE Tasmania will refund all tuition fees within 14 days.

4. Students with Visas other than Student Visas

Overseas visitors who are holders of visas other than Student Visas are eligible to enrol in TAFE Tasmania courses that are no longer than twelve (12) weeks duration. If holders of such visas withdraw from a course after it has commenced, they will not be eligible for a refund except for:-

- Where the provision at 1(v) apply
- Cases where the visitor has been previously enrolled in TAFE Tasmania as a student within the past twelve (12) months.

5. Additional Information

- Documentary evidence must be provided in support of an application for a fee refund, which should state name, date of commencement and reason for withdrawal.
- Cancellation of Enrolment – TAFE Tasmania reserves the right to cancel the enrolment of a student whose attendance falls below 80%; no refund of fees will be given.
- Transfers to other educational institutions will be granted only in exceptional circumstances. Any money transferred to other educational institutions will be in accordance with this refund policy.

Note:

Under the visa conditions of the Department of Immigration, Multicultural and Indigenous Affairs, students must study with the education provider at which they were originally enrolled, for the first 12 months or the duration of the course, if the course is for less than 12 months. Students may apply to the Department of Immigration to change provider during the first 12 months, however permission to change provider will only be granted in exceptional circumstances.