

ACADEMIQUE

INTERNATIONAL STUDENT APPLICATION FORM

The student handbook and this application form are both part of the enrolment process

**** All sections of the application form MUST be completed****

PERSONAL DETAILS * (Please read terms & conditions on reverse)

Family Name							
Given Names							
Date of Birth (DD/MM/YY)	/	/	Town of Birth				
Nationality				Country of Birth			
Language at Home				Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Home Address (Home Country)							
Address in Australia (if known, not P.O Box)							Postcode:
Email address							
Phone Contact Number (Home Country)	Home		Mobile		Work		
Aus. Phone Contact Number	Home		Mobile		Work		
Passport Number			Issued on			Expires on	
Type of Australian Visa held (if any)			Issued on			Expires on	
Studies conducted in English:	Uni/College/TAFE <input type="checkbox"/> Y <input type="checkbox"/> N	English Certificate <input type="checkbox"/> Y <input type="checkbox"/> N	Level :				
English Test & Result	Test Type :			Result :			
Did you graduate High School?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Year of Completion: _____				
Work Status	<input type="checkbox"/> Part time <input type="checkbox"/> Self-employed <input type="checkbox"/> No occupation (<input type="checkbox"/> Seeking a job)						
Reason To Study The Course(s)	<input type="checkbox"/> To get a job <input type="checkbox"/> To be promoted <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get into another course or study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other :						

MEDICAL AND EMERGENCY CONTACT DETAILS

Emergency Contact Name					Relationship		
Emergency Contact Number	Home		Mobile		Work		
Aust. Emergency Contact Name					Relationship		
Aust. Emergency Contact Number	Home		Mobile		Work		
Do you authorise the College to seek medical advice on your behalf if required? E.g. Calling an ambulance.							Yes / No
Do you agree to cover all costs incurred and not hold the college liable in any case?							Yes / No
Do you have any Medical Condition/Disability we should be aware of? <input type="checkbox"/> Y <input type="checkbox"/> N			If yes, please specify:				

COURSE APPLICATION AND PAYMENT INFORMATION

Course Name/s					Course Code/s		
CRICOS #					Course Duration		
Study Mode	Full Time / Part Time	Start Date:	/	/			

FEES/PAYMENT DETAILS (Fee Calculation)	AUD\$	Tuition – Number of Weeks	_____ Wks
Course Cost			
OSHC <input type="checkbox"/> Request ACADEMIQUE to arrange			
Other			
Total	\$		
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> EFT <input type="checkbox"/> Direct Bank Deposit			
Please make cheques payable to "ACADEMIQUE"			
Credit Card Details <u>if you would like to pay by</u> Credit Card – Amount to be charged to Credit Card Please note: payments by credit card will attract an additional 3% to cover the bank fees etc. charged for the transaction.			
Direct Deposit Details: ANZ Bank Ashmore City QLD Account Name: ACADEMIQUE BSB 014 527 Acct: 2762 14405			

**Note - Personal Details: student information may be made available to Commonwealth and State agencies and as required under the ESOS Act and the National Code of Practice for providers of Education and Training to Overseas Students.*

PAST EDUCATION INFORMATION (COMPULSORY SECTION)				
Highest Level of Education Completed	<input type="checkbox"/> School <input type="checkbox"/> College <input type="checkbox"/> Technical Institute <input type="checkbox"/> University <input type="checkbox"/> Other _____			
Highest Degree Awarded	<input type="checkbox"/> Certificate _____ <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Honours <input type="checkbox"/> Masters <input type="checkbox"/> Other _____			
WORK HISTORY (COMPULSORY SECTION)				
Work History relevant to your enrolled course (Write N/A if not applicable)				
Employer		Position	Dates	-
Employer		Position	Dates	-
RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER				
Do you wish to apply for Recognition of Prior Learning (Please see Policy on reverse)				Yes / No
Do you wish to apply for Credit Transfer (Please see Policy on reverse)				Yes / No
How did you hear about the college?				

STUDENT DECLARATION

I _____ understand and agree to the following:

- I have read and understood and will follow all College Rules, Regulations, Policies and Procedures as outlined on the attached pages and in the Student Handbook, including the cancellation and refund policy of the College as stated overleaf.
- I will pay all monies due on enrolment.
- I release and hold harmless ACADEMIQUE, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
- I understand that this course will run subject to minimum student numbers.
- I understand additional fees (bank and currency exchange) incurred through the transfer of monies from overseas is my responsibility. The college will invoice me and I will pay within 7 days.

Student's signature: _____ Date: ____ / ____ / ____

Students Name as per passport: _____

PO Box 2585, Southport BC 4215 • 18 Rawlins Street, Southport QLD 4215 • L3, 52 Davenport Street, Southport QLD 4215
 Massage Bookings : 07) 55 26 3222 • Enrolments & Enquiries: 07) 56 55 5694
 ABN: 14150 180297 • www.academique.qld.edu.au • info@academique.qld.edu.au • ACN: 14150 180297

Office Use Only	Student No: _____	Receipt No: _____	MYOB <input type="checkbox"/> FILE <input type="checkbox"/> DATABASE <input type="checkbox"/> Staff Initial: _____
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ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS

- You select a course in which you are interested in studying. If you wish to view the college or require further information, please contact us for an appointment. We are more than happy to assist. You are welcome to a complimentary treatment in our student clinic during college times when available. This is a good way of seeing a class in action.
- If you are unable to provide us with documentation on English Studies, please phone us to make an appointment so you can attend the college for an English assessment if applicable. We might be able to make arrangements for an English assessment by distance. This is a CRICOS requirement as well as ensuring you have sufficient English to understand your lessons, pass the course and enjoy it.
- After reading the application form and the student handbook (available at the college and on our website, or can be emailed to you) please complete the application form. Once we have received your completed application form we will issue you with an Offer letter.
- The application documentation that must be returned includes:
 - Completed and signed application form
 - Signed Offer Letter
 - Other documentation as requested in your Offer
- We must also sight your passport and take a copy for the file. Your passport information is required for your confirmation of enrolment.
- At this time we are required to sight evidence of health insurance already in place or provide you with information for obtaining health insurance or give you the opportunity of arranging your health insurance. Please note we cannot process your enrolment if health insurance is not in place for the duration of your course. The health insurance cover should include the time before and after your course while you are in Australia.
- Once we have received these completed documents and your initial payment (see Offer Letter) we will issue your confirmation of enrolment (CoE). You use your CoE to apply for your student visa.
- If you are enrolling through an agent, it is important you notify us immediately. Your agent is there to assist where possible.
- Return the application form, and the necessary documents to:
 - ACADEMIQUE
 - 18 Rawlins Street, Southport QLD 4215 / Level 3, 52 Davenport Street, Southport QLD 4215
 - PO Box 2585, Southport BC. QLD 4215 or by fax to (07) 5527 8699 or email info@academique.qld.edu.au
 - Monthly payments are due on or before the 20th of each month. Please refer to the course fees and payment plan information that forms part of the Offer.
 - Payment preference is by bank transfer:
 - Account Name: ACADEMIQUE
 - BSB Number: 014 527 Account Number: 2762 14405 ANZ Bank Ashmore
 - Please email transfer details or include the student name in the bank transfer so we can identify the payment.
 - Tuition fees throughout the course must otherwise be paid in the form of a bank cheque, credit card or EFTPOS and made payable at the College. Please note: due to bank fees charged, if payments are made by credit card, an additional 3% will be charged to cover the bank fees and processing.
 - Any fees charged by the bank/Agent for transfer of fees and currency exchanges are the responsibility of the student. Further information is outlined in the International student handbook.
 - Once all documentation is completed and total fees paid, and visa issued the student is welcome to collect textbooks so they may start reading for their enrolled course. This is particularly helpful where English is their second language.

Overseas Student Health Cover (OSHC)

All international students are required to organise Overseas Student Health Cover (OSHC) to apply for a visa. It is the student's responsibility to check the conditions of this health cover and to understand what is and isn't covered in the policy. An OSHC brochure is available from the college or online and we can arrange cover at a competitive rate.

If you have any questions, please contact the College for assistance. We are happy to help and welcome your calls or emails.

THANK YOU FOR YOUR ENQUIRY AND APPLICATION

REFUND POLICY

ACADEMIQUE has, in line with government requirements, a fair, reasonable and equitable refund policy guaranteeing refund of students' fees where applicable.

- All course fees are refunded in full if a visa application is rejected or evidenced compassionate or compelling circumstances arise. A refund will be granted only upon receipt of proof of this rejection/ evidence. Refunds are not available to students who simply change their plans.
- If a refund is requested 28 days prior to course commencement, a full refund of the course fees paid at enrolment will be refunded within 7 days unless it is the Christmas/New Year period where we are closed for up to 4 weeks. It will be paid as soon as reasonable upon reopening.
- If a refund is requested between 14 - 27 days prior to course commencement, a refund of the total course fee paid less \$200 for administration costs will be refunded within 7 days unless it is the Christmas/New Year period where we are closed for up to 4 weeks. It will be paid as soon as reasonable upon reopening.
- If a refund is requested between 1 - 13 days prior to course commencement, there is no refund of any course fees paid.
- Once training has commenced in the enrolled course, no refund is available to students who leave before finalising the course. The student remains liable for any units commenced where the monthly fees have not covered all costs. Payment by the student for outstanding fees must be made in full in Australian currency within 7 days of the student notifying the college of their intention to leave the course. Please note: DIAC must be notified in writing when the college is notified of your intention to leave. Please report to your closest DIAC office immediately.
- Should ACADEMIQUE cancel a course prior to commencement, participants are entitled to a full refund as per the ESOS Act 2000 and ESOS Regulation 2001
- All approved refunds will be paid within 7 days of receipt of the written application.
- The dispute resolution processes do not circumscribe the student's right to pursue other legal remedies
- This agreement does not remove the right to take further action under Australian Consumer Protection Laws
- ACADEMIQUE will pay the refund amount to the person who enters into the contract with ACADEMIQUE, unless that person gives a written direction to ACADEMIQUE to pay the refund to someone else. This applies whether an education agent is involved or not.
- ACADEMIQUE will pay the refund amount in Australian dollars. Any additional currency exchanges will be at the cost of the student.
- To claim a refund, please ask Administration for the refund processing form.
- Please ensure you refer to the Easy Guide to the ESOS framework - http://www.aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm
- In the unlikely event the college is unable to deliver your course in full after you have commenced you may be offered enrolment in an alternative course at no extra cost to you. If we are unable to provide you with an alternative course the Australian Council for Private Education and Training 'Tuition Assurance Scheme' and its successor, The Federal Government TPS, will place you in a suitable alternative course. This college has been operating in various forms since the 1970's and registered since 1981. This event has not occurred during over 30 years of operation. *(From handbook)*

TRANSFERRING FROM ONE COLLEGE TO ANOTHER COLLEGE BEFORE FINISHING YOUR COURSE

Registered colleges are restricted from enrolling transferring students prior to the student completing 6 months of his or her principle course of study except in certain circumstances. These circumstances include but are not limited to:

- The original college has ceased to be registered or the course in which the student is enrolled has ceased to be registered
- The original registered college has provided a letter of release
- The original college has had a sanction imposed on its registration by the Australian Government or State Government that prevents the student from continuing his or her principal course
- Any Government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change

The registered college must grant a letter of release only where the student has:

- Provided a letter from another registered college confirming a valid enrolment offer has been made and include details on the new course including course code, commencement and conclusion date
- Current course fees for any units commenced are paid whether the unit is successfully completed or not
- The letter of release is issued for no charge
- If the registered college does not issue a letter of release we must provide you the student with a letter outlining why we have refused your request. We will inform you of your right to appeal our decision in accordance with standard 8 of the National Code for International Students.