



## 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									
Onshore/Offshore		Where will you lodge your visa application?:							
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 <input type="checkbox"/> Indeterminate			
Home Address (Home Country)									
Address in Australia (if known, not P.O Box)		Postcode:							
Email address				Alternate 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			
Previous 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:			
USI Number									
English Test & Result		Test Type:				Result:			
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 develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of 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 (if known)						Relationship			
Aust. Emergency Contact Number (if known)		Home		Mobile		Work			
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			
Study Mode		Full Time / Part Time				Preferred Start Date		/ /	
Request ACADEMIQUE to organise OSHC		Yes <input type="checkbox"/>		No <input type="checkbox"/>					

*\*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)**

Did you graduate from High School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Highest Completed School Level	<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 equivalent <input type="checkbox"/> Other _____
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 or Credit Transfer? (Please see Policy in the Student Handbook)	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 in the Student Handbook.
- 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 as specified.
- I understand that I can opt out of surveys at the time of contact.
- I understand that providing a USI number upon arrival is a condition of my enrolment at Academique.

Student's Signature as per Passport: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student's Full 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) 5526 3222 • Enrolments & Enquiries: 07) 5655 5694
- www.academique.qld.edu.au • info@academique.qld.edu.au • ABN: 14 150 180 297

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 visit the college or require further information, please contact us for an appointment. We are more than happy to assist.
- If you are from a Non-English Speaking Background, you need to establish your competency in accordance with current DIBP rules and policies.
- 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 (and if your application is approved) we will issue you with a Letter of Offer.
- The application documentation that must be returned includes:
  - Completed and signed application form
  - Signed Letter of Offer
  - 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.
- Once we have received these completed documents and your initial payment (see Offer Letter) we will issue your Confirmation of Enrolment (CoE) if approved. 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 email [info@academique.qld.edu.au](mailto:info@academique.qld.edu.au)
- 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.

### 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: DIBP must be notified in writing when the college is notified of your intention to leave. Please report to your closest DIBP 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.
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- 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 in regard to the refund processing procedure.
- Please ensure you refer to the Easy Guide to the ESOS framework - [http://www.aei.gov.au/AEI/ESOS/EasyGuide\\_ESOS.htm](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 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

Academieque will not knowingly enrol an overseas student seeking to transfer from another registered provider's course prior to the overseas student completing six months of his or her principle course unless the following circumstances exist:

- The original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- The original provider has a sanction imposed on that program.
- The original provider agrees to the release.

Academieque will grant the transfer release if the transfer is evidenced to be in the student's best interests. Our definition of a student's 'best interests' are:

- The student's visa status at DIBP won't be damaged by the new program being very different in field, level and length from their visa grant.
- The new plan has an outcome that is realistic and suitable for the student.
- Whether the student will need to apply for a new visa and would the student (in the opinion of a registered expert) be likely to receive it.
- If the student is unable to achieve satisfactory course progress in his or her program, even after engaging with Academieque's intervention strategy to assist him or her.
- If there is evidence of compassionate and/or compelling circumstances.
- If Academieque is unable to deliver the course as outlined in the written agreement.
- If the student's reasonable expectations about their current course are not being met.
- If there is evidence that the overseas student was misled by the registered provider or an education or migration agent regarding the registered provider or its course, and the course is therefore unsuitable to their needs and/or study objectives.

Academieque will release a student once the following actions have occurred:

- The student has provided a Letter of Offer 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.
- Current course fees are paid up to date.
- 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 within 20 working days. We will inform you of your right to appeal our decision in accordance with standard 8 of the National Code for International Students.
- If the release is granted, the student will be advised to contact immigration to seek advice on whether a new student visa is required.