

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 * Required field	
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:

- a) I have read and understood and will follow all College Rules, Regulations, Policies and Procedures as outlined in the Student Handbook.
- b) 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.
- c) I understand that this course will run subject to minimum student numbers.
- d) 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.
- e) I understand that I can opt out of surveys at the time of contact.
- f) 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 • 51-53A Nerang Street, Southport QLD 4215
- Message Bookings: 0428 260 300 • Enrolments & Enquiries: 07) 5526 3222
- www.academique.qld.edu.au • info@academique.qld.edu.au • ABN: 14 150 180 297



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
51-53A Nerang Street, Southport QLD 4215
PO Box 2585, Southport BC QLD 4215 or email 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.

- If your visa is refused or evidenced compassionate or compelling circumstances arise before you start your course, you are entitled to a full refund of your course fees less an administration fee of no more than 5% or \$500 (whichever is the smaller amount). A refund will be granted only upon receipt of proof of this rejection/ evidence.
- If you commenced your course under a bridging visa or other visa and your student visa is refused, a refund might not be available if you have been in a position to complete any unit in your course. If your visa is refused after you start your course, you are entitled to a refund of the fees paid for the part of your course you have not commenced, calculated from the date the college receives an actionable, signed withdrawal request, with calculations based on the registered study weeks of the course.
- If a refund is requested 28 calendar days or more prior to course commencement, a full refund of the course fees paid at enrolment will be refunded within 7 working days if evidenced Compassionate and Compelling circumstances are provided. (The college is closed for up to 4 weeks over the Christmas/New Year period.)
- If a refund is requested between 14 - 27 calendar days prior to course commencement, a refund of the total course fee paid less \$200 for administration costs will be refunded within 7 working days if evidenced Compassionate and Compelling circumstances are provided.
- 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 if the monthly "Payment Plan" fees have not covered all costs. Payment by the student of outstanding fees must be made in full in Australian currency within 7 working 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 regarding your visa.
- Refunds are not available to students who simply change their plans, unless evidenced Compassionate and Compelling circumstances are provided.
- 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 within 7 working days.
- All approved refunds will be paid within 7 working days of receipt of the written application and appropriate evidence.
- Pre-paid fees will not be refunded to students who are expelled from the college (following the appeals process) for stealing, cheating, damaging property or persons on college premises or falsifying documents.
- ACADEMIQUE will pay the refund amount to the person who entered 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 a "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 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

Academie 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.

Academie 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 Academie's intervention strategy to assist him or her.
- If there is evidence of compassionate and/or compelling circumstances.
- If Academie 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.

Academie 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.