



## INTERNATIONAL STUDENT APPLICATION FORM

**Australian College of Vocational Studies**

(RTO Provider Code 90857: CRICOS Provider Code 02474E)

Level 1/29 Cooper Street Surry Hills NSW 2010

Phone No: +(612)-9280-4338

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## International Students Tuition Fees – Promotional Offer

### PROGRAM DETAILS AND SCHEDULE OF FEES FOR INTERNATIONAL STUDENTS

National course code	CRICOS provider code	Qualification	Duration of course	Tuition fees	Application fee in A\$	Training Support Materials fee in A\$
<b>Faculty of Business</b>						
BSB20107	067203B	Certificate II in Business Administration	20 weeks	AUD 2200	AUD 250	AUD 300
BSB50407	067204A	Diploma of Business Administration	26 weeks	AUD 3,500	AUD 250	AUD 300
BSB60207	046939B	Advanced Diploma of Business	26 weeks	AUD 3500	AUD 250	AUD 300
<b>Faculty of Tourism Management</b>						
SIT60107	067206K	Advanced Diploma of Tourism Management	24 months (104 weeks)	AUD 11,000	AUD 250	AUD 300
<b>Faculty of Commercial Cookery</b>						
SIT30807	067461F	Certificate III in Hospitality (Commercial Cookery)	15 months (66 weeks)	AUD 15,000	AUD 250	AUS 2000
SIT40407	067462E	Certificate IV in Hospitality (Commercial Cookery)	6 months (26 weeks)	AUD 7,500	AUD 250	AUD 2000
<b>Faculty of Hairdressing</b>						
WRH30106	060442K	Certificate III in Hairdressing	12 months (52 weeks)	AUD 13,600	AUD 250	AUD 2000
WRH40106	060443J	Certificate IV in Hairdressing	6 months (26 weeks)	AUD 6,800	AUD 250	AUD 2000



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BEFORE YOU COMPLETE THIS REGISTRATION FORM PLEASE READ ALL COLLEGE AND COURSE PRE-REGISTRATION INFORMATION. IF YOU HAVE ANY ENQUIRIES PLEASE CONTACT THE COLLEGE AND SPEAK TO A STAFF MEMBER.

Please Attach

Passport Size

Photographs

X 2

## International Students Application Form

### YOUR PERSONAL DETAILS

FAMILY NAME:

GIVEN NAME(S):

SEX:  MALE  FEMALE

### ADDRESS IN AUSTRALIA (if applicable):

STREET ADDRESS:

SUBURB: STATE: POST CODE:

TELEPHONE: ( ) MOBILE:  
EMAIL:

DATE OF BIRTH: / / (dd / mm / yyyy)

### PROFICIENCY IN ENGLISH

What is your level of English? (Please tick)

Beginner  Intermediate  Advanced

Have you taken  TOEFL  IELTS  other English test?

Yes if "Yes", Score: \_\_\_\_\_  No

Please include original English proficiency documents with your application e.g. IELTS Test Report

### ADDITIONAL DETAILS OF INTERNATIONAL STUDENTS

(ALL AUSTRALIAN NON-RESIDENTS MUST COMPLETE THIS SECTION)

COUNTRY OF CITIZENSHIP:

PASSPORT NUMBER:

VISA TYPE:

VISA NUMBER:

### OVERSEAS ADDRESS DETAILS

TELEPHONE: FAX:

E-MAIL: MOBILE:

### EMERGENCY CONTACT PERSON (IN OVERSEAS)

NAME: RELATIONSHIP:

### AIRPORT PICK-UP

DO YOU REQUIRE PICK-UP FROM SYDNEY (KINGSFORD-SMITH) AIRPORT TO YOUR PLACE OF ACCOMODATION?

Airport Pick-Up \$120.00

YES  NO

(IF "YES" THEN YOU WILL HAVE TO LET US KNOW YOUR ARRIVAL DETAILS AS SOON AS POSSIBLE.)

### ACCOMODATION

DO YOU REQUIRE US TO FIND ACCOMODATION FOR YOU IN SYDNEY?  
Accommodation Placement Fee (Non-Refundable) \$165.00

YES  NO If Yes:  SINGLE

IF "YES" THEN FOR HOW MANY WEEKS? \_\_\_\_\_

### COURSE

Course applying for: \_\_\_\_\_

Intended Course Start Date: \_\_\_\_\_

### OVERSEAS STUDENT HEALTH COVER

The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC). At a cost of \$AUS 398.00 per annum / per person.

Do you require AVCS to arrange OSHC for you?

YES  NO

IF "YES" THEN FOR HOW MANY WEEKS? \_\_\_\_\_

### EDUCATIONAL REFERENCES

Academic Qualification	Institution	Year of Completion

Please include original academic documents with your application

### HOW DID YOU HEAR ABOUT ACVS? (Please tick)

Friends / Relatives  Embassy

Newspapers / Magazine (Name) \_\_\_\_\_

Agent (Name) \_\_\_\_\_  Website

Other (Specify) \_\_\_\_\_

**Application fee for Courses**

All ACVS (ACVS) course applicants must pay an application fee of AUD\$250.00., which is refundable in the case of a provider default. But not refundable in the case of student withdrawal from courses. Fee payable with complete application form.

**Tuition Fees**

Tuition fees only cover the charges for tuition.

Tuition fees DO NOT cover the charges for registration fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment.

Due date - Tuition fees are payable six months in advance.

Individual payment plans can be organized on an individual student basis.

If fees are not paid by the due date, a late fee of AUD\$200.00 per installment may be charged.

**Cancellation & Refund policy –Student Default**

**Student default relates to an overseas student or an intending overseas student if:**

1.The course starts on the agreed start date but the student does not start on the agreed starting date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date

The agreed starting date being the date the course was scheduled to start or a later date agreed between the ACVS and the student.

2.The ACVS will make a refund in Australian Dollars only and within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on the Application form – this forming the written agreement with the registering student

3. All refund considerations will be strictly limited to the total of monies which ACVS has actually received. The refund calculation will not include:

administration expenses totalling no more than \$250 plus, the part of expenses for travel; bank charges; accommodation and other domestic services that cannot be offset by providing the services to someone else; compulsory union fees; the cost of books; equipment and other materials needed for the course; proportion of course money received for the proportion of the course provided to the student before the default date; agents commission paid either directly by the student or through the ACVS on behalf of the student whether the commission was paid before or after monies were received by ACVS. Also any fees collected from students and paid to Health insurers must be claimed from the Health fund by the student.

In all circumstances the ACVS will provide a statement and an explanation of how the refund was calculated and make fully available the ACVS Grievance Policy and Procedure. This policy and procedure not removing the right of the student to take further action under Australia’s consumer protection laws.

4. The ACVS will make the refund available to either the student or the student’s representative as identified in the application form.

5. When students are enrolled in package courses, no refund will be granted, in the event of a cancellation or withdrawal, on the second course after the course commencement date of the first course.

6. Course and other fees are not transferable to another student or institution.

7. Personal insurance and student expenses are not included in the fees quoted and are responsibility of the student.

8. All application for refund must be made by the student in writing using ACVS’s refund application form.

**Refund Policy - Provider Default**

Refunds in situations of Provider Default are covered by the provisions of the ESOS Act 2000 and ESOS Regulations 2001. If ACVS does not offer a course on the advertised start date, terminates a course after the course start date or before the course completion date or does not provide a course as advertised due to sanctions by any authority or does not provide a course in full, the ACVS will pay a full refund which equals the total of the course money the ACVS received in respect of the student before the default day plus the application fee. Such refunds will be made within 2 weeks after the default date.

As a member of OSTAS if the ACVS is unable to fulfil its obligation to complete a course, the student will be offered no cost enrolment in another OSTAS member ACVS.

Note: The refund policy is subject to review from time to time. Student not satisfied with the calculated refund may use ACVS’s grievance procedure and ask for an independent 3<sup>rd</sup> party. "This agreement does not remove the right of either party to take further action under Australia’s consumer protection laws."

**English & Entry Requirements**

To enter ACVS course student must have an IELTS score of 5.5 points (or equivalent) and a minimum of year 12 (or equivalent) and be 18 years or older. Evidence in the form of original or certified documents must be provided upon registration. Courses are delivered in English and include technical and specific terms. Students having English problem should inform the ACVS.

**Change of Provider**

Student on student visa are not permitted to change their primary provider for the first year if the course duration is equal to or exceeds 1 year and are not permitted to change their primary provider for the entire course duration if this duration is less than 1 year. ACVS may release a student in exceptional circumstances.

**DECLARATION**

I have fully read and understood ACVS terms and conditions.

Signature of Student Date: / /

If fees are being paid by another person(s) or company:

I (name of person(s) / company paying fees – please print) declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept ACVS’s terms .

**Change of student contact details**

Student must advise ACVS of any of changes in contact details and/or in any circumstances.

**Academic qualifications & Recognition of Prior Learning**

Enrolling students can apply for recognition of prior learning (RPL) for whole subjects . Note the granting of RPL does not change the requirement for students to be enrolled in full time study and any shortening of course duration will be reported to DIAC via PRISMS.

**Expulsion**

ACVS reserve the right to expel students for serious breaches of discipline following appropriate ACVS disciplinary procedure. No money is refunded for expelled students and in the case of the student visa holders, DIAC will be notified.

**Arrival and induction**

All students will be inducted into the ACVS and courses.

**Attendance/Academic Performance**

All overseas students on student visa must maintain a minimum of 80 per cent average course attendance of any stage of their course. Students not making satisfactory academic progress will be reported to DIAC via PRISMS.

**Payment**

All students must pay a non refundable registration fee of AUD\$250 to process their enrolment and the first installment, equal to 6 months of total course fee to obtain an ECOE prior to starting their course. Remaining installment fees are payable 6 months in advance. Non payment of ACVS fee will result in expulsion and reporting to DIAC.

Payment should be forwarded by bank transfer:

Account Name: Australian College of Vocational Studies

BSB Number: 012-370 Account Number: 110617562

Bank: ANZ Branch: Parramatta, NSW

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque, and made payable to the ACVS. The ACVS will not be responsible for any moneys paid to an agent or third party.

When we receive your fees, and confirm you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your student visa.

**Overseas Student Health Cover (OSHC)**

All international students are required to pay Overseas Student Health Cover (OSHC). It is the student’s responsibility to check the conditions of this health cover. A Health Fund brochure is available from the ACVS’s office. We can arrange the cover for you on production of a completed application form and payment for the appropriate premium. (Fees may be subject to change)

Rates	Single	Family
3 months	\$99.50	\$199
6 months	\$199	\$398
9 months	\$299	\$597
12 months	\$398	\$796

**School Aged Dependant**

Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

**Indicative Cost of Living (\$AUD)**

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	15,000
OSHC	as above
Travel/Incidentals	1,500
Yearly Total	16,900

**Use of Personal information**

The information provided by the student to the ACVS may be made available to Commonwealth and State agencies and Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. The ACVS is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to the student’s enrolment; and any breach by the student of a visa condition relating to attendance or satisfactory academic performance.

**Visa and Visa Subclass Conditions**

It is the responsibility of the student to remain aware as to the conditions of their visa and via subclass to register for an ACVS course after the student has taken the ACVS letter of offer to DIAC for approval.

**Change to Conditions**

ACVS reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice

Do You require special assistance due to any disability?

Yes/No

If Yes please indicate assistance required