



International Student Application Form for Admission 2018



Which campus are you applying to?

Sydney Melbourne

Personal Details

Family Name: _____ Given Name: _____ Date of Birth: _____

Sex: Male Female Are you married? Yes No Nationality: _____ Country of Birth: _____

Do you speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

No, English only Yes, other - Please specify _____

How well do you speak English? Very Well Well Not Well Not at all

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

Student Contact Details

Building/ property name _____ Flat/unit details _____

Street/ lot number (e.g. 205 or Lot 118) _____ Street name _____

Postal delivery information (e.g. PO Box 254) _____ Suburb, locality or town _____

State/territory _____ Postcode _____

Country _____ Email _____

Contact No. (Include country code): _____

Emergency Contact Details:

Name: _____ Relationship: _____ Mobile/Telephone: _____

Other Details:

Are you currently in Australia? No Yes, if yes, what is your passport number? _____

Visa Expiry Date: _____ What type of visa will you be holding when you commence your studies?

Student Working Holiday Tourist Other

If you will be applying/extending your student visa, at which DIBP office or embassy will you apply/extend?

City _____ Country _____

Health Cover

Student visa applicants: Would you like Strathfield College to arrange Overseas Student Health Cover?

No, I will arrange my own OSHC (provide evidence) Yes, please arrange OSHC for me.

If yes, please select one of the following coverage types: Single Family Couple

Do you consider yourself to have a permanent and significant disability? Yes No If yes, please indicate: _____

Hearing/Deaf Physical Intellectual Learning Medical Condition Mobility Vision Others

Previous Education & Work Experience

What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent

Year 9 or equivalent Year 8 or equivalent Never attended school

In which YEAR did you complete that school level? _____

Highest qualification achieved: _____ Where was this qualification achieved? Australia Overseas

Specify country: _____ Additional qualifications: _____

Work experience (number of years): _____

English Language Proficiency

Please indicate English Language proficiency test undertaken and results below.

Date Taken: _____ English Test Name: _____ Result: _____ Test Report Form Number: _____

*English Language Test must have been undertaken within the last two years of the official course commencement date.

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Recognition of Prior Learning/Credit Transfer:

Are you seeking Recognition of Prior Learning (RPL)? Yes No

(Refer to Recognition of Prior Learning in the Student Pre-enrolment Handbook - International - and the Fees and Charges on www.strathfieldcollege.edu.au)

Vocational Courses - I wish to apply for the following course at the following campus:

Sydney

Melbourne

Vocational Courses

2018 Intake Dates (for all courses)

- Certificate IV in Accounting
- Diploma of Accounting
- Advanced Diploma of Accounting
- Certificate IV in Business Administration
- Diploma of Business Administration
- Advanced Diploma of Business
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management
- Diploma of Hospitality Management
- Certificate IV in Information Technology
- Diploma of Information Technology
- Advanced Diploma of Information Technology Project Management
- Diploma of Website Development
- Certificate III in Guiding
- Diploma of Travel and Tourism
- Certificate IV in Marketing and Communication
- Diploma of Marketing and Communication
- Advanced Diploma of Marketing and Communication

- 15 January
- 19 February
- 16 April
- 21 May
- 16 July
- 20 August
- 8 October
- 12 November

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Employment

Of the following categories, which BEST describes your current employment status?

- | | | |
|--|--|---|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Self-employed - not employing others |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Not employed - not seeking employment | |

Study reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

- | | | | |
|--|--|---|--|
| <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/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 reasons | |

Unique Student Identifier (For VET students only)

Please provide your USI Number here _____ (for further information please refer to www.usi.gov.au/students).

- I give permission for the VET Coordinator at Strathfield College to make an application on my behalf to apply for my U.S.I number.

Airport Pick-Up/Accommodation:

Do you require Strathfield College to arrange airport pick-up for you?

- Yes No

Do you require Strathfield College to arrange accommodation for you?

- Yes No

Documents attached to this application:

(Certified or verified)

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic transcripts | <input type="checkbox"/> IELTS Certificate or equivalent proof of English | <input type="checkbox"/> Release Letter from previous provider (if transferring) |
| <input type="checkbox"/> Passport copy | <input type="checkbox"/> Copy of current Australian visa, if applicable | <input type="checkbox"/> Relevant work experience, if applicable |

Lodgement of Application

You can lodge the completed form & supporting documents with a Strathfield College representative/agent or post to:

Email (for both campuses): studentservices@strathfieldcollege.edu.au

Sydney campus: Admissions, Level 2, 86 Mary Street, Surry Hills NSW, Australia | Tel: +61 2 9212 7799

Melbourne campus: Admissions, Level 8, 108 Lonsdale Street, Melbourne VIC, Australia | Tel: +61 3 8658 5200

How did you hear about Strathfield College?

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Strathfield College | <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Exhibition/Fair | <input type="checkbox"/> Facebook/Twitter |
|--|---|--|---|

- Is your friend/family member a current or former SC student?

- Yes No

Recommended by an education agent Other, please specify: _____

Student Declaration:

I, _____
acknowledge that I have read and understood the information provided above. I also acknowledge that I have read Strathfield College student prospectus, website, marketing material and received full information from a Strathfield College Educational Agent (for enrolment through an educational agent) before making the decision to enrol in the course. The information and documents provided by me are true, genuine and correct in all respects.

Signature: _____
Date: _____

Office Use Only:

Date Application Received: _____

Received By: _____
(day) (month) (year)

Decision on Application: Accepted Rejected

Name: _____

Signature: _____

Applicant information entered in EP by: _____

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Conditions of Enrolment

1. TUITION AND OTHER FEES

For details of tuition fees payable please refer to the current Strathfield College brochure and the College website. An AUD 1,000 non-refundable deposit may be required when a provisional packaged offer is requested. The deposit will be deducted from the tuition fee. A Materials Fee may apply for some courses and is in addition to the course fee. When a student requests Strathfield College to arrange an airport pick up and/or accommodation a service fee will apply. A portion of tuition fees will be paid to referring Education or Migration Agents - for more information ask your education or Migration Agent.

Please note that a late payment penalty of \$50 will apply if payments are made late/after agreed due dates. Special considerations may be granted to wavier late payment fees; however, it should be communicated/fee extension applied prior to due dates. Approval of the applications is subject to Strathfield College faculty's final decision.

2. FEE PAYMENT SCHEDULE

Before a Confirmation of Enrolment (CoE) is issued students are required to pay Strathfield College the English Fee up to a maximum of 24 weeks tuition and for VET Courses an instalment which is equal to 24 weeks tuition fees in addition to OSHC fees and any other fees that are due. For VET students further tuition fee instalments are to be paid at the beginning of each semester. Non-payment of fees may result in cancellation of enrolment and Strathfield College reporting the student to the Department of Immigration (DIBP). Accommodation, personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. Payment by credit card may attract an additional charge.

3. RECOGNITION OF PRIOR LEARNING (RPL)

Students may apply for exemptions by providing evidence of relevant skills and knowledge. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the Vocational Education and Training (VET) course unit/s have been demonstrated. Where RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the CoE is issued. If RPL is granted after your visa has been issued then the College will report the change to DIBP. A full time study load (20 hours per week) must be maintained.

4. PRIVACY POLICY

Personal information is obtained solely for the purpose of operating as a Registered Training Organization under the new Standards for RTOs (2015). The information provided by the student may be made available to Commonwealth and New South Wales Government agencies and the ESOS Assurance Fund Manager under the ESOS Act 2000 and the National Code 2007. Strathfield College is required under Section 19 of the ESOS Act 2000 to notify DIBP of changes to a student's enrolment and any breach by a student of student visa conditions relating to attendance or academic performance. It is a requirement of the new Standards for RTOs (2015) that students can access personal information held by the College and may request corrections to information that is inaccurate or out of date. Please apply to the Registrar if you wish to view your own records. From time to time, the College will conduct marketing activities such as sending mail or email to existing and past students, or telephoning students. Students may request to be removed from any mailing list at any time by writing to the College. Further information regarding your privacy rights may be obtained via the Australian Government website: www.privacy.gov.au. Regarding USI Please refer to the online version from the USI website at www.usi.gov.au wherever possible to access the latest advice or procedures and privacy statement.

5. STUDENT VISA REQUIREMENTS

Australian Government Regulations apply specific conditions on the issuing of a student visa. One of these is the requirement is to attend 80% of classes. Failure to satisfy these conditions will result in the initiation of the Strathfield College warning and reporting processes. For details see the Student Handbooks for English and VET students on www.strathfieldcollege.edu.au

Please note: the length of your OSHC MUST cover the total length of your course(s) in Strathfield College. For further details: www.strathfieldcollege.edu.au

6. ACCOMMODATION

Strathfield College will provide, upon request, details of a range of accommodation services and providers in Sydney. If required Strathfield College will provide booking assistance. However, Strathfield College is not responsible for or makes no guarantees about any accommodation services or costs.

7. APPROVED LEAVE DIBP

Will only permit approval of leave for major illness, accident or exceptional compassionate circumstances e.g. Family bereavement. DIBP does not accept reasons such as weddings, pregnancy, and childbirth, cultural and religious activities as acceptable reasons for leave. The length of Approved Leave is to be strictly in keeping with the reason for the leave. Students must apply for Approved Leave in writing and submit supporting documentation e.g. a medical certificate from a registered medical doctor, death certificate and return air tickets. If leave is granted beyond two weeks students will be required to defer their studies for the duration of the leave and reapply for their visa once the leave is over. Strathfield College will notify DIBP.

8. DEFERMENT OR SUSPENSION OF COURSE

In accordance with Standard 13 of the National Code, an overseas student may defer the commencement of studies only on the grounds of serious illness or injury, evidenced by a medical doctor's certificate, or exceptional circumstances beyond the control of the student eg. bereavement. If a student defers or suspends their studies their student visa may be affected and Strathfield College must notify DIBP. Students may request deferment only once. A student may request to suspend their studies during the course based on the same evidence. Students may only change to another college within the first six months under exceptional circumstances.

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Conditions of Enrolment

9. CANCELLATION AND REFUND POLICY- STUDENT CANCELLATION

If you wish to cancel your course and seek a refund the following conditions will apply:

A. The request must be made on a Refund Application Form available from and forwarded to the Admissions, Strathfield College, Level 2, 86 Mary Street, Sydney NSW 2010, Australia stating the reasons for the refund request. All supporting documentation must be supplied.

i. Tuition fees, material fees, airport pick up and accommodation charges paid in advance to the College are refunded in full within 28 days when the Student Visa application is rejected in writing by an offshore Australian Embassy or High Commission. If your visa is rejected by DIBP in Australia before your course start date you will be refunded in full within 28 days less AUD 330 administration charge.

ii. Where Strathfield College is advised of your cancellation in writing 30 days or more prior to your course commencement date the tuition, materials and other fees paid to the College are refunded in full within 28 days less AUD 330 administration charge.

iii. Where Strathfield College is advised of your cancellation in writing less than 30 days before course commencement date the tuition, materials and other fees paid to the College are refunded in full within 28 days less AUD 550 administration charge.

iv. If you withdraw from a course due to failure to obtain a release letter the tuition and material fees are refunded in full within 28 days less \$330.00 administration charge.

v. If you withdraw from a course after commencement date no refund can be given except in exceptional circumstances. For a packaged course the commencement date is the commencement of the first course. See point vi below.

vi. Where there are exceptional circumstances beyond your control such as illness or bereavement, application for an exceptional circumstances refund must be supported by Certified Documents such as a Doctor's certificate and/or other relevant documents verifying the situation. Decisions regarding exceptional circumstances refunds are at the discretion of the Chief Executive Officer.

B. The Accommodation Placement Fee (AUD 220) and the Enrolment Fee (AUD 100) for issuing an electronic Confirmation of Enrolment (CoE) are non-refundable.

C. Course and other Fees are not transferable to another student or institution but may be transferred to another course within Strathfield College at the discretion of the Chief Executive Officer.

D. All approved refunds are made payable to and sent to the student in Australian dollars. A calculation explanation as to how the refund was calculated will accompany the student refund payment.

E. Bank charges may be deducted for refunds made by bank draft or electronic transfer.

F. Reference should be made to the Strathfield College website www.strathfieldcollege.edu.au for all College student Fees and Charges including those listed above and to view the Cancellation and Refund Policy.

STRATHFIELD COLLEGE DEFAULT

In the event of a default by Strathfield College, students are entitled to a refund under the provision of the ESOS Act 2000 and ESOS Regulations 2001. If Strathfield College does not offer a course on the advertised start date, terminates a course after the course start date and before the course completion date, or does not provide a course as advertised, due to sanctions or circumstances beyond its control, Strathfield College will refund the tuition fee (including any deposit) to the student within 14 days after the default date or offer an alternative course with another provider at no extra cost.

REFUND APPEALS

Students not satisfied with the calculated refund may refer to the Strathfield College student complaint procedure which involves an independent third party to adjudicate. The agreement and the appeals process do not remove the student's right to take action under Australia's consumer protection laws.

10. STUDENT DISCIPLINARY PROCEDURES

All Strathfield College students are subject to the College Disciplinary Policy and Procedures and to Australian Law. Strathfield College reserves the right to expel students who are considered to have contravened these conditions. In these circumstances Strathfield College will notify DIBP immediately. No fees are refunded to students who are expelled.

11. CHANGE OF STUDENT CONTACT DETAILS

If your address and contact details change, you must provide details in writing to the Registrar within five days. Please send an email to: reception@strathfieldcollege.edu.au with the details.

12. CHANGE TO CONDITIONS OF ENROLMENT

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

For further information refer to the Student Pre-Enrolment Handbook - International on our website: www.strathfieldcollege.edu.au

You can also send your application to:

Sydney campus: Admissions, Strathfield College, Level 2, 86 Mary Street, Surry Hills NSW 2010, AUSTRALIA

Fax: (+61 2) 9212 7800 Tel: (+61 2) 9212 7799

Melbourne campus: Admissions, Strathfield College, Level 2, 422 Little Collins Street, Melbourne VIC 3000, AUSTRALIA

Tel: (+61 3) 8658 52000

Or by email to: admissions@strathfieldcollege.edu.au