

International Student Services Box Hill Institute 465 Elgar Road Box Hill Victoria 3000 Australia Telephone: +61 3 9286 9425 Facsimile: +61 3 9286 9334 Email: int-applications@boxhill.edu.au Website: www.boxhill.edu.au Please denote type of application:

Direct

D Via an agent

BOX HILL INSTITUTE INTERNATIONAL STUDENT APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS USING <u>BLOCK LETTERS</u> USING <u>BLACK PEN</u>. PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT.

SECTION 1: NAME AND CONTACT DETAILS

Title (Mr / Mrs / Ms):	Gender: □ Male □ Female
Family Name: (as indicated in passport)	
Given Name: (as indicated in passport)	
Date of Birth:	(Date) / (Month) / (Year)
Address in Home Country:	(Number & Street name)
	(City / Suburb) Country) (Postcode)
Phone:	(Area Code) (Number)
Fax:	(Area Code) (Number)
Email:	
Postal Address:	(Number & Street name) (City / Suburb)
Phone:	(Country) (Postcode)
Fax:	(Area Code) (Number)
Email:	(Area Code) (Number)
SECTION 2: RESIDENCY	AND OTHER DETAILS
Country of Birth:	
Citizenship:	
Passport Number:	
Do you hold an valid Australian visa:	□ Yes □ No
Visa expiry date:	
Do you have any disability? If yes, please specify	□ Yes □ No
Have you been granted a scholarship?	\Box Yes \Box No if yes, please provide a letter from your sponsor (s).

nternational student application forn

Scholarship/Sponsor provider name:

SECTION 3: COURSE PREFERENCES							
PREFERENCE		COURSE NAME					
$e.g. 1^{st}$	e.g. Advanced Diplo	ma of Accounting	January	2008			
1st							
2nd							
3rd							
English Program	Only (Tick the ty	pe of program you are applying for)					
□ General Englis	h	Number of weeks:		_			
□ English for Fur	English for Further Studies Preferred Starting Date:						
If you are applying school after your stu	•		Yes 🗆	No			
If yes, please provid Name of Institution:		ttach evidence of the Letter of Offer (s) for the future studies.					
Name of Course:							
Start Date:							
SECTION 4: E	NGLISH LAN	GUAGE PROFICIENCY					
What is your first	language?						
RECENT USAGE	OF ENGLISH (Ple	ease tick where appropriate and attach evidence)					
□ I have satisfactorily of	completed secondary/te	ertiary studies in Australia	s				

Name of Institution:	
Name of institution.	

- □ I have sat for a TOEFL test and my score was _____
- □ Other (Please specify) _____

Length of course: ______ Date of completion: ______

SECTION 5: EDUCATION IN YOUR HOME COUNTRY

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.

1. Secondary School Studies

Name of School	Name of Qualification	Month/Year Completed

2. Current Studies / Other Courses attempted/completed

Institution	Course Name	Year	Results	Course Completed
				□ Yes □ No
				🗆 Yes 🗆 No

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? If yes, \Box Yes \Box No you must attach a detailed course or unit (subject) syllabus.

SECTION 6: EDUCATION IN AUSTRALIA

If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and visa with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Have you studied any course in Australia?

 \Box Yes \Box No

Institution	Course Name	Year	Results	Course Completed
				□ Yes □ No
				□ Yes □ No

SECTION 7: EMPLOY	(MENT EXPERIENCE
Provide a summary of any work experience (including job level, type of work and duration (Attach evidence)	
SECTION 8: FINANC	IAL SUPPORT
Provide a summary of your arrangements for financial support for the duration of studies in Australia.	
SECTION 9: APPLIC	ATION FEE PAYMENT
You can pay the <u>non refundable</u> (Account Code: EINTGENRL1890) Cardholder's name:	e application fee of AUD\$50 by credit card, money order or bank draft made payable to Box Hill Institute. Tick one: MasterCard Visa
Card No.	Expiry date:
Cardholder's signature:	Amount: A \$ 5 0 . 0 0
C .	
This payment is for:	
(Nar	ne of Applicant) (Date of Birth)
SECTION 10: PRIVAC	CY STATEMENT
purposes of assessing your application and other communications to you as identifier for the purposes to which y course enrolment details and change and enrolment is that you consent to appropriate. You can request access	with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for on, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this you have consented or for which we may use it as authorised by law. This information includes personal and contact details, es, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application release of your results or statement of progress to your employer, sponsoring organisations or government agencies where is to your personal information by writing to International Student Services at the contact address below, or by sending an email o not wish to provide the requested information, this may restrict the range of services and educational program that the INT DECLARATION
 I acknowledge that the provimight invalidate my applicate invalidate my applicate invalidate my applicate invalidate invalidate my applicate invalidate inva	ation that as a requirement of the National Code of Practice 2007 (Standard 7) I may not transfer between registered providers as of the commencement date of the principal course of study. ation provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to Act 2000 and the National Code of Practice 2007. Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa ance and unsatisfactory academic progress. (DIAC website: www.immi.gov.au) nent does not remove my right to take further action under Australia's consumer protection laws. es, regulations and policies of Box Hill Institute.
Signature required:	Date: / /

If you are under 18 years of age this declaration must also be signed by your parent (or guardian)

Parent/Guardian/Witness Signature required:			Date:			/			/		
Send your application to: International Student Services Box Hill Institute (CRICOS P 465 Elgar Road Box Hill Victoria 3128 Australia	rovider No: 02411J)	Telephone Facsimile: Email: Website:	+61 3	9286 plicati	9334 ions@t		ill.ed	u.au			



<u>Schedule 1</u> Box Hill Institute International Student Refund Policy

This policy applies to all course money including any course money collected by education agents on behalf of Box Hill Institute.

1. Refund Policy

- 1.1 Each prospective and continuing international student (**student**) acknowledges and agrees to the terms and conditions of the international student refund policy on signing the International Student Application Form.
- 1.2 The terms and conditions set out in this International Student Refund Policy apply equally to commencing and continuing students unless otherwise specified.
- 1.3 Applications for refunds for international students must be authorised by the Centre Manager, International Student Services of Box Hill Institute (**the Institute**) or his or her nominee.
- 1.4 The Institute reserves the right to amend these terms and conditions at any time.
- 1.5 Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.
- 1.6 The Institute is obliged to inform the Department of Immigration and Citizenship (DIAC) of any change of status where a student completes his or her course early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or intermits his or her study or otherwise changes the expected completion date of his or her study.
- 1.7 The funds covering the tuition fees must be clear at the time that the refund request is made by the student and all debts to the Institute must be paid before any refund can be made.
- 1.8 Refund requests for full or partial refunds must be made in writing on the Refund Application Form, must set out the reasons for the request and be accompanied by supporting documentation as appropriate. The refund request must be forwarded to:

International Student Services Box Hill Institute 465 Elgar Road Box Hill Victoria 3128 AUSTRALIA

- 1.9 The written Refund Application Form must include the date of the claim, the student's full name, the basis for making the claim, the address and bank account details to which the refund is to be forwarded and the student's signature. Claims will not be processed where the signature on the claim does not match the student's signature as shown on other documents provided by the student for admission to the Institute.
- 1.10 This Policy, the Student Agreement and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws.

2. **Refunds**

Category	Time application received by Institute	Amount of refund for formal courses	Amount of refund for ELICOS	Documentary evidence required in addition to the Refund Application Form
A.1 Visa refusal	At any time	All payments less Administration fee (\$50)	All payments less Administration Fee (\$50)	Original letter of refusal from the Department of Immigration
A.2 Application refusal by the InstituteA.3 Application withdrawal by the Institute on the basis of incorrect or incomplete information	At any time	All payments less Administration fee (\$50)	All payments less Administration Fee (\$50)	Letter of application refusal / withdrawal of offer
B Special circumstances	Prior to commencement of semester	All payments for upcoming semesters less Administration fee (\$50)	All payments for upcoming semesters less Administration fee (\$50)	Evidence or proof to the satisfaction of the Institute.
	After semester has commenced	All payments for current & upcoming semesters less 20% of current semester's fees	All payments for current & upcoming semesters less 20% of current semester's fees	Letter from the student and original air ticket and evidence or proof to the satisfaction of the Institute.
C Withdrawal by student, including but not limited to: 1. visa cancellation; and	More than 28 days before semester commences	All payments less 20% of next semester's fees	All payments less 20% of ELICOS fee for 20 weeks max	Withdrawal Proof of withdrawal from all subjects, original air ticket / e-Ticket, evidence of payment of airfare and letter
 transfer to another provider (subject to the Institute Student Transfer Policy) 	28 days or less before semester commences	50% of next semester's fees	All payments less 50% of ELICOS fee for 20 weeks max	from the student. Visa Cancellation None
	On or after the day semester commences	No refund No refund		Transfer Letter of Release according to Institute Student Transfer Policy
D.1 Cancellation of course by the Institute	At any time	Full refund	Full refund	None – Refund will be paid directly to the student
D.2 Part of course not offered by the Institute	At any time	Full refund	Full refund	None – Refund will be paid directly to the student
D.3 Offer of place withdrawn by Institute where no incorrect or incomplete information provided by student	At any time	Full refund	Full refund	None – Refund will be paid directly to the student

2.1 In the unlikely event that the Institute is unable to deliver a course in full, the student will be offered a refund of all the course money paid to date. The refund will be paid within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by the Institute at no extra cost. The student has the right to choose whether he or she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, the Institute will ask the student to sign a document to indicate acceptance of the placement.

3. **Special Circumstances**

- 3.1 Special circumstances are determined at the discretion of the Centre Manager, International Student Services of the Institute, or his or her nominee, as preventing a student from taking up the course where:
- 3.1.1 Illness or disability prevents a student from taking up the course;
- 3.1.2 The student has been excluded from the Institute for failure to meet progression rules and where fees were paid in advance of notification of that exclusion;
- 3.1.3 There is death of a close family member of the student (parent, sibling, spouse or child); or
- 3.1.4 Other special or extenuating circumstances, including political, civil or natural events affect the student.

4. Refunds for Students who obtain Permanent Resident Visa Status

- 4.1 Permanent resident status is recognised from the date that the permanent resident visa is formally notified to the student and not the date on which the application for the permanent visa was made.
- 4.2 If a student obtains Australian permanent resident status before his or her enrolment in a course but after the date of the Letter of Offer for the course, the fee-paying overseas place will be withdrawn. If the student wishes to continue study at the Institute he or she must apply for a local student place and will be subject to the same selection criteria applicable to these applicants and will be liable to pay the Tuition and Service and Amenity Fee for that course. If the student has already paid the tuition fees applying to international students for this semester, or any future semesters, a total refund of these fees is payable to the student.
- 4.3 If a student obtains a permanent resident status after enrolling in a course, the student will be liable to pay the tuition fees applying to international students for that semester in which the permanent resident status was granted.

5. **Payment of Refunds**

- 5.1 In circumstances where a the Institute course does not start on the agreed starting date, or in which the Institute stops the course after it starts and before it is completed or where the course is not provided fully to the student because the Institute has a sanction imposed by a government regulator, the refund of fees will be paid in full to the student within 2 weeks.
- 5.2 In any other circumstance, the Institute will refund the amount within 4 weeks after receiving the completed and signed Refund Application Form together with appropriate supporting documentation.
- 5.3 Refunds will be made in Australian dollars to the same person or body from whom the original payment was received on behalf of the student.
- 5.4 Date of the notification for request for refund is the date the request for a refund is received at the International branch of the Institute.
- 5.5 In the event that a student wishes to contest the decision on a refund request, he or she would have access to the Institute's existing dispute resolution procedures. These procedures would not circumscribe the student's right to pursue other legal remedies.

6. Package Fees Refunds

- 6.1 A full refund will be made under the categories A1-3 and B as above.
- 6.2. Where a student has paid a package course fee deposit in advance and gives notice that they cannot undertake the principal course or is granted a release from the requirement to study 6 months of the principal course a refund of the deposit paid for the principal course will be paid less \$1000 administrative fee.