

STUDENT APPLICATION FORM

Melbourne Campus

PERSONAL DETAILS

FAMILY NAME: _____ GIVEN NAMES: _____

DATE OF BIRTH: ____/____/____ GENDER: MALE FEMALE

COUNTRY OF BIRTH: _____ COUNTRY OF CITIZENSHIP: _____ PASSPORT NUMBER: _____

ADDRESS in home country: _____ TELEPHONE: _____

ADDRESS in Australia (if known): _____ TELEPHONE: _____

EMAIL ADDRESS: _____ MOBILE: _____

TYPE OF VISA: Student Tourist Working Holiday Other _____

IMMIGRATION OFFICE TO APPLY FOR VISA

Onshore (Within Australia) **Offshore** (Outside of Australia)

EDUCATION DETAILS

What is level of your English? Elementary Beginner Intermediate Upper- Intermediate Advanced

Have you taken **TOEFL/ IELTS/** other English test? YES NO Exam type: _____ Score: _____ Date test: ____/____/____

Please provide certificated copy of any English proficiency examinations undertaken. IELTS 5.5 or equivalent is an entry requirement for all vocational courses.

What is the highest level of education that you have completed? University College Secondary school

Proposed future study: Vocational College TAFE University Undergraduate University Postgraduate

Name of institution: _____ Course commence date: ____/____/____

SELECT YOUR COURSES

	<i>Weeks</i>	<i>Start Date</i>
<input type="checkbox"/> General English (Beginner to Advanced) –CRICOS No 082023C	_____ (Maximum 48 weeks)	____/____/____
<input type="checkbox"/> BSB30120 Certificate III in Business -CRICOS No 110334G (FAST TRACK-26 weeks)		____/____/____
<input type="checkbox"/> BSB40120 Certificate IV in Business-CRICOS No 110335F (FAST TRACK-26 weeks)		____/____/____
<input type="checkbox"/> BSB30120 Certificate III in Business -CRICOS No 110334G (52 weeks)		____/____/____
<input type="checkbox"/> BSB40120 Certificate IV in Business-CRICOS No 110335F (52 weeks)		____/____/____
<input type="checkbox"/> BSB50120 Diploma of Business-CRICOS No 110336E (52 weeks)		____/____/____
<input type="checkbox"/> BSB50120 Diploma of Business-CRICOS No 110336E (78 weeks)		____/____/____
<input type="checkbox"/> BSB60120 Advanced Diploma of Business-CRICOS No 110337D (52 weeks)		____/____/____
<input type="checkbox"/> BSB60120 Advanced Diploma of Business-CRICOS No 110337D (104 weeks)		____/____/____
<input type="checkbox"/> BSB50420 Diploma of Leadership & Management-CRICOS No 104199D (52 weeks)		____/____/____
<input type="checkbox"/> BSB50420 Diploma of Leadership & Management-CRICOS No 104199D (78 weeks)		____/____/____

<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership & Management-CRICOS No 110338C (52 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership & Management-CRICOS No 110338C (104 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)-CRICOS No 110613M (52 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)-CRICOS No 110613M (104 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB40820 Certificate IV in Marketing and Communication-CRICOS No 111476G (52 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication (Fast Track)-CRICOS No 111477(52 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication (Fast Track)-CRICOS No 111478E (52 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication-CRICOS No 111477 (78 weeks)	___ / ___ / ___
<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication-CRICOS No 111478E (104 weeks)	___ / ___ / ___

PERSONAL DETAILS

OSHC (Overseas Student Health Cover)

The Australian Government requires all students on student visa to have OSHC. Visa length cover is compulsory.

Do you have OSHC at the moment? YES NO If yes, when does it expire? ___ / ___ / ___ Insurer: _____

Do you require London College to arrange OSHC for you? YES NO

What type of cover do you require? Single Couples Family _____ months

Accommodation and airport pick-up

Do you require airport pick-up? YES NO

Do you require London College to arrange accommodation for you? YES NO (If YES, _____ weeks, please complete Homestay Application Form)

RPL (Recognition Prior Learning)

Do you wish to apply for RPL? YES NO (If YES, please complete RPL Assessment Form)

Depending on your previous study and work experience that we are able to give you credit or exemptions from certain course units.

Do you have any disability, special needs or current health problem? YES NO (If YES, please complete Special Needs Form)

REFUND POLICY

1. The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.

2. A \$500 fee is payable for administering course cancellation.

3. Tuition Fees and Overseas Student Health Cover (OSHC) are refunded in full if your VISA application is rejected and you provide official written notification of the refusal from the Australian Government or Department of Immigration and Border Security.

4. Student Default; no refund will be given if a student:

has given false or misleading information;

fails to comply with the conditions of enrolment at the College;

is in breach of their VISA requirements as imposed by the Australian Government; and/or

withdraws after the commencement date of the course.

5. Tuition Fee refund; if you give written notice of your intention to withdraw from a course:

8 (Including 8th week) weeks prior to the commencement date, 70% of total tuition fees will be refunded less a cancellation fee of \$500;

3-7 weeks prior to the commencement date, 50% of total tuition fees will be refunded less a cancellation fee of \$500;

2 weeks (including 2nd week) prior to the commencement date, 30% of total tuition fees will be refunded less a cancellation fee of \$500;

after the commencement date, tuition fees will not be refunded.

6. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
7. Commencement of the course is defined as the course start date in the first Application Form submitted by the student or agent and not subsequent to changes to the starting date.
8. In the unlikely event that London College is unable to deliver your course in full, you will be offered a refund for the portion of the course for which you have paid but which you have not been delivered or assessed. The refund will be paid to you within 4 weeks of the day of receiving your completed refund application. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you have accepted the placement. If London College is unable to provide a refund or place you in an alternative course, under the Tuition Protection Service (TPS), you will be placed in a suitable alternative course at no extra cost to you (unless you choose a more expensive replacement course). If this is not possible, you will be eligible for a refund as calculated by the Funds Manager.
9. Course and other fees are not transferable to other students or institutions but may be transferred to another course within London College at the discretion of the college.
10. Any approved refunds are made payable to and sent to the student or his/her agent as applicable in Australian dollars.
11. Fees for services paid to education agents by students are not covered by this refund policy.
12. This refund policy applies to all tuition fees paid to London College and includes any tuition fees paid to an education agent to be remitted to the college.
13. All refund considerations will be strictly limited to the money paid, which London College has received from the student as tuition fees only (i.e. exclusive of all non-refundable fees and agents' commission—whether this commission was deducted before or after student payment to London College.)

Refund Procedures

1. You must complete the Refund Application Form.
2. Your refund will be processed within 4 weeks of receiving your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.

Anything in the above policy does not remove your right to take further action under Australia's consumer protection law, as per National Code of Practice Section 43.1 or to pursue other legal remedies as necessary.

DECLARATION

I have fully read and understand London College's terms and conditions including the cancellation and refund policy and I agree to abide by them.

Student's Signature: _____

Date: ____ / ____ / ____

How did you hear about London College?

- Friends/relatives
- Embassy
- Newspaper /magazines
- Agent (name/ stamp) _____