

International students application for enrolment in a TAFE NSW Institute

Please complete the application form in English. PLEASE PRINT CLEARLY.

1 STUDENT DETAILS

Family Name: _____

Given Names: _____

Date of Birth: ____ / ____ / ____ Age: ____ / ____
Day Month Year Years Months

Gender: M F

2 STUDENT CONTACT DETAILS

Permanent Overseas Address: _____

Home Phone (incl. country code): (_____)

Mobile: (_____)

Email:

Address in Australia (if known): _____

3 PASSPORT AND VISA DETAILS

Country of Birth and Nationality: _____

Passport Number: _____

Are you holding a current Australian Visa? Yes No

If Yes, please advise Visa Type: _____

Expiry Date: ____ / ____ / ____
Day Month Year

If No, at which Australian Diplomatic Mission (Embassy/High Commission) will you lodge your student visa application?

City: _____ Country: _____

4 FAMILY AND GUARDIAN CARER DETAILS (COMPLETE SECTION A OR B)

Section A) Students over the age of 18

Provide the name of a contact person in case of emergency (NOT your agent)

Name: _____

Relationship: _____

Home Address: _____

Home Phone (incl. country code): (_____)

Email:

Will any dependants accompany you to Australia? Yes No

Note: Any school-aged dependent accompanying you to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Please advise if you require:

Accommodation placement Airport pick-up

(If you have ticked either box, further information will be sent to you with your offer letter.)

Section B) Students under the age of 18 years

Parent's Family Name: _____

Given Name: _____

Home Address (if different from permanent overseas address): _____

Home Phone (incl. country code): (_____)

Email:

International Students under the age of 18 years must have appropriate accommodation and welfare during their stay in Australia. Students under 18 years must have a NSW resident guardian/carer.

Parents must

- Nominate a guardian who is a suitable relative resident in NSW who will act for them in matters relating to the welfare and progress of their child. For further details please refer to the Department of Immigration and Citizenship (DIAC) Welfare Guidelines on the Visa Application form. You must also complete the Guardian/Carer Form and attachment 4. This form is available from the International Students Centre and www.studyintafe.edu.au **OR**
- If there is no suitable relative in NSW, then the parent must request that guardianship and Homestay is arranged through NSW Department of Education & Training (DET/TAFE NSW). Fees for Homestay/Guardianship arrangements must be paid for students under 18 years of age.

I request DET/TAFE NSW to arrange the following for my child:

Homestay Guardianship Airport pick-up

5 EDUCATION

A) Have you previously applied to study with TAFE NSW?

Yes No

If you are currently studying in Australia, please advise the following:

Institution: _____

Course: _____

State in Australia: _____ Period of study from: ____ / ____ / ____
Day Month Year

B) Overseas Student Health Cover (OSHC)

Provider name: _____

Membership number: _____

Expiry Date: ____ / ____ / ____
Day Month Year

C) Educational Details

Please list complete details of your recent education and training (high school, tertiary) which will be used to assess your eligibility for your course of study. Please attach **certified copies** of all relevant academic records.

Year: _____

School/Institution: _____

Course/Qualification: _____

D) Recognition of Prior Learning (RPL)

Are you applying for RPL? Yes No

Have you supplied the relevant documents? Yes No

If yes, please supply details of courses e.g. handbook descriptions.

6 EMPLOYMENT

Please list details of your last employment and attach certified copies of employer references and other relevant information, especially for mature-age entry

Period of Employment: _____

Full-time Part-time

Occupation and Duties: _____

Name of Employer: _____

7 DISABILITIES

Do you have a disability that requires TAFE NSW to assist you in your learning environment?

Yes No

If yes, please specify:

8 LANGUAGE

Is English your first language? Yes No

Were your studies at high school conducted in English? Yes No

If Yes, please provide a letter of confirmation from your high school.

If you said No to either of the above, have you taken a recognised English language test in the last 24 months? (e.g. IELTS, TOEFL) Yes No

If yes, complete the details below. Please attach a certified copy.

Name of English Test:

Result: _____ Date Taken: _____ / _____ / _____
Day Month Year

If No, complete details in Section 9 – English course enrolment at TAFE NSW.

Please note: Under Australian student visa regulations, some students must provide results from a recent IELTS test to be eligible for a student visa.

9 COURSES

English course enrolment at TAFE NSW

Please note that different terms and conditions apply for English courses. Current Australian student visa regulations have restrictions on entry levels and duration of English courses for students from some countries.

Please tick how many weeks of English you wish to study:

5 weeks 10 weeks 15 weeks 20 weeks
 30 weeks 40 weeks More than 40 weeks Other

Please indicate the month you wish to start your English studies: _____ / _____
Month Year

Please tick your preferred English Centre:

- North Coast Institute English Language Centre – Port Macquarie
 North Coast Institute English Language Centre – Kingscliff
 NSW English Language Centre TAFE Hunter Institute – Newcastle
 Sydney Institute English Language Centre (SITEC) – Ultimo
 TAFE ELICOS Centre (TELICOS) Illawarra – Wollongong
 TAFE English Language Centre (TELC) – Crows Nest
 TAFE International Education Centre (TIEC) – Liverpool

Vocational Course and Diploma-to-Degree (D2D) Enrolment

A) Please indicate the course you wish to study and your preferred location.

Refer to the map of institutes on our website www.studyintafe.edu.au

For information about universities and D2D courses please refer to the 2008 TAFE NSW brochure and our website www.studyintafe.edu.au

TAFE Course

TAFE Course	1st Preference	2nd Preference
Course Number:		
Course Name:		
Preferred TAFE campus:		
Start Date:	Feb / April / July / Sept	Year:
University Course and Number (D2D only)		

B) Is this a Diploma-to-Degree (D2D) course with:

- University of Western Sydney (UWS) www.uws.edu.au/international
 University of Technology Sydney (UTS) www.uts.edu.au/international
 Macquarie University (MQ) www.international.mq.edu.au
 La Trobe University (ACN Campus Sydney) www.latrobe.edu.au/acn
 Australian College of Applied Psychology www.acap.edu.au

You must complete a separate application form for the university. Application forms can be downloaded from the university websites.

10 REGISTERED REFERRAL OFFICE/AGENT

I confirm I briefed the applicant and the applicant's parents (if applicant is under 18) on the terms and conditions relating to this application and provided relevant information on TAFE NSW and the course consistently with the requirements of the ESOS Act 2000 and the National Code of Practice 2007.

Agent's Signature: _____ Agent Representative Stamp

Date: _____ / _____ / _____
Day Month Year

Name of the agent: **HOMESTAY & EDUCATION AUSTRALIA**

Suite 103, Level 1, 379-383 Pitt Street,

Sydney NSW 2000 Australia

Telephone 02 9268 0933

Facsimile 02 9268 0399

Business Phone: ()

Business Fax: ()

Email: _____

Are you a registered agent with TAFE NSW? Yes No

11 DECLARATION AND AGREEMENT

I/We declare that all information provided in connection with this application form is correct and that I/we have read and understood attached terms and conditions on this form. These terms and conditions, together with any offer letter sent by TAFE NSW in response to the application, will, upon payment of fees, constitute a written agreement between the student and TAFE NSW for the purpose of the ESOS Act 2000 and the National Code of Practice 2007.

I/We agree that in the event that false, inaccurate or misleading information is provided, TAFE NSW reserves the right to cancel the enrolment.

I/We agree that when I/the student am/is accepted for enrolment in a TAFE NSW college, I/we must comply with and ensure that the student complies with the terms and conditions of enrolment.

I/We understand and consent that personal information provided by the student to TAFE NSW may be made available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractor(s) engaged by TAFE NSW to provide advice or services in connection with any aspect of TAFE NSW's International Student program or operation.

I/We hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I/we may, at any time, opt out of being contacted by any such electronic means by contacting the International Student Centre and so advising.

I/We agree that if there is any difference in meaning of provisions of the English version and any translated version of this form or the terms and conditions provided to me/us, the English version is to prevail.

Personal information I/we supply and consent to being contacted is to be used by the Department of Education and Training (DET/TAFE) in connection with an application for a student to study in NSW. Provision of information is voluntary but, if not provided, the application may be hindered.

DET/TAFE will not disclose personal information to outside parties, other than as provided in this form, unless required by law, you consent or it is needed to prevent serious threat to a person's health or safety. You can access and correct personal information by contacting the International Students Centre (ISC).

A) Student signature: _____

Date: _____ / _____ / _____
Day Month Year

Student Name (please print): _____

B) If student under 18 years of age, parent must sign below:

Parent Signature: _____

Date: _____ / _____ / _____
Day Month Year

Parent Name (please print): _____

12 WHERE DID YOU HEAR ABOUT TAFE NSW?

- | | |
|--|--|
| <input type="checkbox"/> Seminar | <input type="checkbox"/> AEC in home country |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Relative/friend in Australia | <input type="checkbox"/> Relative/friend in home country |
| <input type="checkbox"/> Private agent in Australia | <input type="checkbox"/> Private agent in home country |
| <input type="checkbox"/> Other (please specify): _____ | |

13 CHECKLIST

Please check to ensure you have attached the following to your application:

- Recent passport-sized photograph in the space provided at the front
- Certified copy of your birth certificate or Government document showing date of birth
- Certified copy of your passport pages with personal particulars, including the page containing a current Australian visa, if applicable
- Certified copy of English language test results, if applicable
- Certified copy of academic transcripts and educational certificates (with certified translations if not in English)
- Certified copy of employment history, including references from employers, if you completed section 6
- Non-refundable A\$150 application fee if you apply for an English course or English and vocational course
- Certified copy of documents to be assessed for Recognition of Prior Learning (RPL), if applicable
- Certified copy of your health fund membership card, if applicable
- Certified copies of all educational qualifications in respect of which prior learning is sought to be recognised

Please send your completed application to: **International Students Centre**

FEES 2008

Payment details for registration fee, tuition fees and OSHC will be stated in the Statement/Tax Invoice in your offer letter.

TAFE Vocational Course

Application fee	A\$100
Tuition fees	Range from A\$4,890 – A\$36,690 per course* <i>*Fees cover charges for tuition and administration only</i>
Uniforms, Equipment and Textbooks	Range from A\$300 – A\$1,000 per course

Packaged TAFE NSW English Language and Vocational Course Program

Application Fee	A\$150
Tuition Fees:	
Vocational Course	Range from A\$4,890 – A\$36,690 per course* <i>*Fees cover charges for tuition and administration only</i>
English Language Course	A\$300 per week* <i>*Fees cover charges for tuition and administration only</i>
<i>*A\$300 per week English tuition fee only applies if you pay for a packaged course program and complete the English Language and TAFE Vocational Courses</i>	

TAFE English Language Course

Application fee	A\$150
Tuition fees	A\$340 per week for 20 weeks or less A\$320 per week for more than 20 weeks* <i>*Fees cover charges for tuition and administration only. Reduced price does not apply where payments are made for a number of shorter periods</i>

Other Fees

Overseas Student Health Cover (OSHC) per student per year	A\$348
Airport pick-up fee	A\$130
Accommodation placement fee	A\$110
Guardian arrangement fee	A\$110

Tuition fees must be paid in Australian dollars:

- by credit card (Visa or MasterCard) or
- at a Westpac Bank in Australia by cash or cheque or
- at any Australia Post office by cash, cheque or credit card or
- via BPAY in Australia or
- by bank draft/bank cheque made payable to TAFE NSW and received by TAFE NSW

TAFE NSW will not be held responsible for any monies paid to an agent. If you are required to repeat subjects to complete your course of study then additional charges apply.

TERMS AND CONDITIONS

Please retain a copy of the terms and conditions for your records.

Review of Tuition Fees

TAFE NSW reserves the right to review its fees and charges. If tuition fees are increased you will be required to pay the new fees from the commencement of the next semester. If you defer your course, you will be required to pay the fees applicable to your new commencement date.

TAFE NSW ENGLISH LANGUAGE COURSE

Transfer of Fees

If you complete your English course at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you enrol immediately in a TAFE NSW vocational course, the remainder of your paid fees will be transferred to that course. If you are accepted into a TAFE NSW course before you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of English course session/term in which you are enrolled at the time of transfer. No fees will be transferred to other institutions or persons.

Refund Procedures

All applications for refunds must be made in writing and must contain the electronic Confirmation of Enrolment (eCOE) form, receipt for course fees and certified copies of any supporting documentation. If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made.

If you complete the general English program earlier than expected and do not enrol in a TAFE NSW course, remaining fees will be refunded. There is no refund for public holidays. Processing fee, accommodation placement, guardianship and airport reception fees are not refundable.

Refund Policy

- A\$100 processing fee applies to all refunds except when a student visa is refused or a TAFE NSW course is cancelled.
- Course fee refunds are calculated from the date a written refund application is received, on the following basis only:
 - The English Language Centre will refund 100 percent of the English language course fee paid if your application for a visa to study in Australia is rejected.
 - The English Language Centre will refund 100 percent of the English language course fee paid if the course you have enrolled in is cancelled by TAFE NSW.
 - The English Language Centre will refund 90 percent of the English language course fee paid if you withdraw from the course 4 weeks (28 days) or more before commencement date of course of study.
 - The English Language Centre will refund 80 percent of the English language course fee paid if you withdraw within the final 4 weeks (28 days) before commencement date of course of study.
 - There will be no course fee refund on or after commencement date of course of study.
- No refund will be paid to a third party unless the student indicates the name and address of the person to whom the refund should be paid. If no name and address is provided, the refund will be sent to the student's home address as indicated in section 2 of this form.

TAFE NSW VOCATIONAL AND PACKAGE PROGRAMS

- New students must pay the Registration Fee/Application Fee, English language fee (if applicable), OSHC, and the whole year's vocational course tuition fees. Students may pay half the year's tuition fee, with the balance payable before the end of their first semester of study.
- When you pay fees for a **packaged English language and vocational course with TAFE NSW**, the fees for the English language course are charged at the lower packaged rate of A\$300 per week. If you withdraw from the TAFE vocational course, then the normal English language fee applies i.e. A\$340 per week for 20 weeks or less/A\$320 per week for more than 20 weeks.
- Tuition fees for vocational and packaged programs are payable within 4 weeks of receipt of an offer to study at a TAFE NSW Institute. If you apply within 4 weeks of the course commencement date, the fees are payable within 7 days of receipt of the offer letter.
- Continuing students must pay the tuition fee for their next semester of study before the end of their current semester of study or a Late Payment Fee of A\$200 will apply.

REFUND POLICY FOR VOCATIONAL COURSE COMPONENT OF A PACKAGED PROGRAM

Application fees are not refundable. Tuition fees are not refundable:

- If a student fails to comply with the conditions of enrolment at a TAFE NSW Institute.
- If a student breaches any of the visa requirements of his or her visa as imposed by the Australian Government.
- If a student withdraws from their vocational course after the course has commenced.
- If a student/parent provides false or misleading information.

Part or whole of the tuition fees are refundable under the following circumstances:

- TAFE NSW will **refund 100 percent** of the tuition fees paid if your application for a visa to study in Australia is rejected before commencing a course.
- If you commence a TAFE course before your student visa application has been processed and it is subsequently rejected, a pro rata refund of tuition fees paid will be made.
- TAFE NSW will **refund 90 percent** of the tuition fees paid if you withdraw from your vocational course 4 weeks (28 days) or more before course semester commencement, except where you have applied for a packaged English language and vocational course, where the English language fees have been charged at the lower rate of A\$300 per week. Withdrawal from the vocational course will incur the charge for the relevant English language fee calculated by reference to the weekly rate of A\$320 or A\$340. The difference between the relevant fee and the lower packaged fee for English will be deducted from the vocational course tuition fees.
- TAFE NSW will **refund 80 percent** of the tuition fees paid if you withdraw from your vocational course within the final 4 weeks (28 days) before the course semester commencement, except where you have applied for a packaged English language and vocational course, where the English language fees have been charged at the lower rate of A\$300 per week. Withdrawal from the vocational course will incur the charge for the relevant English language fee calculated by reference to the weekly rate of A\$320 or A\$340. The difference between the relevant fee and the lower packaged fee for English will be deducted from the vocational course tuition fees.
- TAFE NSW will **refund 75 percent** of the tuition fees for the vocational course where you:
 - (i) Apply for both a TAFE NSW vocational course and an undergraduate course in an Australian university immediately following the completion of the NSW Higher School Certificate, AND
 - (ii) Withdraw from the vocational course no later than 14 days after February start date to take up your place in a university course.
- TAFE NSW will **refund pro-rata tuition fees from the date of becoming an Australian permanent resident, minus a A\$300 processing fee** if you have been granted permanent residency during a course.
- TAFE NSW will **refund pro-rata tuition fees from the date of becoming a temporary resident, minus a A\$300 processing fee and minus the temporary resident tuition fees, if you have been granted Permanent Residency during a course.**
- If you have not reached a level of English adequate to obtain a Certificate in English for Further Studies, you will be permitted to defer commencement of your vocational course until the next available intake for that course but if no suitable course is available TAFE will refund tuition fees for vocational course minus a A\$300 processing fee.
- If you obtain a deferral of the vocational component of your combined packaged course and then do not enrol for it, the refund policy relevant at date of deferral will be applied to any pre-paid fees.
- Processing fee, accommodation placement, guardianship and airport reception fees are not refundable.

The complaints procedure contained in these terms and conditions of enrolment is available to a student in the event of a grievance in relation to a claimed refund. However, this agreement and the availability of complaints and appeals processes does not remove the student's right to take further action under Australia's consumer protection laws or pursue other legal remedies.

Refund Procedures

- You must complete a **TAFE NSW Refund Application Form**.
- Your refund will be processed within **4 weeks** of receipt of your completed refund application if it includes all the required documents. However, if TAFE NSW withdraws a course the student has enrolled in, the refund will be processed within 2 weeks. A written statement will be provided to the student to explain how the refund is calculated.

Provider Default

In the unlikely event that TAFE NSW is unable to deliver the agreed course in full, the student will be offered a refund of all the course money paid to date. The refund will be paid to the student within two weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by TAFE NSW at no extra cost to the student. If an alternative course is offered, 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, TAFE NSW will ask the student to sign a document to indicate that the student accepts the placement.

Overseas Students Health Cover (OSHC)

- All international students are required to pay the OSHC for themselves and all dependent members of their family staying with them in Australia.
- If you are currently studying in Australia, then you must provide a copy of your health fund membership records showing your name, membership number and date of expiry.
- TAFE NSW receives a commission from the health insurance provider for processing your OSHC payment.

Expectations of TAFE NSW

TAFE NSW will:

- Provide the student with the same level of instruction and educational services as normally provided to other students enrolled at TAFE NSW.
- Provide an orientation program for the student.
- Monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at TAFE NSW.
- Appoint one or more NSW staff members, to act as the point of contact for students, who have access to up-to-date detail of TAFE NSW's support services for students.
- Pay commission to an agent registered with TAFE NSW who submits the student's application.

Expectations of Students and Parents

The student (and parent if the student is under 18, so far as relevant, will cause the student to comply with the following):

- Is subject to the requirements of the National Code must comply with TAFE NSW enrolment conditions and requirements in respect of international students.
- Must obtain a student visa and comply with student visa requirements.
- Must meet TAFE NSW course requirements and meet the requirements of DEST-DIAC Course Progress policy – refer to website www.studyintafe.edu.au for policy and procedure.
- Must not engage in any activity that may endanger their safety or the safety of any other persons.
- Must ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18.
- Must pay the required fees when an offer of placement is made and fees owing on receipt of invoice.
- Must notify the International Students Coordinator at their TAFE NSW Institute immediately if they terminate their studies, withdraw from their course, or there are any changes to their visa status.
- Must notify the International Student Coordinator at their TAFE NSW Institute of their residential address within seven days of arrival and of any change to their residential address within seven days of any change.

No Obligation

TAFE NSW does not represent or guarantee that the student will:

- Be accepted for enrolment at a specific TAFE NSW college
- Successfully complete studies undertaken
- Gain entry into further tertiary studies.

Complaints Procedure

If the student has any complaint(s) about the services provided by the TAFE Institute or the relevant fees, attempts should be made to resolve the problem with relevant staff before lodging the complaint.

Full detail of the complaints procedure is available at: www.studyintafe.edu.au

So far as possible relevant complaints will be handled upon the same basis as complaints from a student or parent ordinarily resident in NSW.

Breach of Terms and Conditions

Any breach of terms and conditions may result in the termination of the student's enrolment and may affect your student visa.