

Application form

Please include the following with your application form:

- Current academic transcripts
- English language results (if available)
- Detail of work experience or a resume and employers' references (if available)
- Copy of passport

Personal details:

Title: Mr Ms Mrs Miss

First name:

Family/last name:

Date of Birth: / /

Your current address:

.....

.....

Home country address: (If not the same as current address):

.....

.....

Phone number:

Fax number:

Email:

Country of citizenship:

Country of birth:

Do you have any type of disability? No Yes

Please describe:

What Polytechnic course/s are you applying for?

1)

2)

Course Start Date: February Midyear

English Start Date: / / Number of weeks

Where do you want to study? Hobart Launceston

Do you require accommodation? Yes No

Do you require airport collection? Yes No

English Level

English Language test score if available (IELTS preferred)

Have never studied English formally

Have completed, or are currently enrolled in, ELICOS (attach evidence) Where?



Passport number

.....

If you have a current visa, please

Indicate visa type:

Visitor

Working Holiday

Student

Other

Educational Background/Work Experience:

What is your highest level of education?

.....

Please attach certified copies of academic transcripts

Have you had any work experience? Yes No

(Please attach details and employer references, if available)

Please indicate how you heard about the Tasmanian Polytechnic

Exhibition/Seminar

Private agent

Advertisement or publication

Relative/friend

Australian Education Centre (AEC) in your country

Website

Other:

Declaration

I certify that the information on this form is complete and correct. I authorise the Tasmanian Polytechnic to obtain other details relating to my academic record if necessary. I acknowledge that the provision of incorrect information or documents, or the withholding of information or documents relating to my application, may result in the cancellation of my enrolment. I understand that I will be responsible for meeting the costs of tuition fees and all living and other expenses while I am studying in Australia.

Signature:

Date: / /

If the applicant is under 18 years of age, a parent or guardian must also sign below.

Signature:

Date: / /

Representative's details

Name:

Phone:

Contact person:

email:

ACCEPTANCE AND PLACEMENT CONDITIONS

FEES

By accepting the offer of a place in a course at the Tasmanian Polytechnic, a student is entering into an agreement for the duration of the program, which is stipulated in the Letter of Offer. Payment of tuition fees in full or in part indicates that such an agreement exists between the student and the Tasmanian Polytechnic.

REFUNDS

The Tasmanian Polytechnic will refund tuition fees, within fourteen (14) working days of receipt of notification of withdrawal or of determination of eligibility for a refund, subject to the terms and conditions listed below.

1. Student Initiated Withdrawal

- i. Where written notice of withdrawal is received by the Tasmanian Polytechnic 14 days before the commencement of the course, the Tasmanian Polytechnic will refund 75% of the fee instalment due in the current semester less any agent's fee already paid.
- ii. Where written notice of withdrawal is received by the Tasmanian Polytechnic less than 14 days before the commencement of the course, the Tasmanian Polytechnic will refund 50% of the fee instalment due in the current semester less any agent's fee already paid.
- iii. Where a student has paid yearly in advance and where written notice of withdrawal is received by the Tasmanian Polytechnic 14 days before the commencement of the course, the Tasmanian Polytechnic will refund 75% of the fee instalment due in the current semester, and 100% of any fee instalment paid in advance.
- iv. Where a student has paid yearly in advance and where written notice of withdrawal is received by the Tasmanian Polytechnic less than 14 days before the commencement of the course, the Tasmanian Polytechnic will refund 50% of the fee instalment due in the current semester, and 100% of the fee instalment paid in advance.
- v. The Tasmanian Polytechnic will refund fees in extenuating circumstances or on compassionate grounds as determined by the Tasmanian Polytechnic designated CRICOS registered Principal Executive Officer.
- vi. No other refunds, other than that provided for at 1(v) will be provided after the completion of the third teaching week of the term or semester for which the refund is sought.

2. Other

- i. The Tasmanian Polytechnic will refund all tuition fees, less \$300.00 administration charges, in the event of a refusal by the Australian Government authorities to grant a visa prior to commencement (proof of refusal must be provided).
- ii. The issuing of a revised Letter of Offer which has been initiated by the student will attract a fee of \$75.00 for the first change and \$175.00 for any subsequent change.
- iii. Fees are subject to change and are reviewed on a regular basis.

3. Tasmanian Polytechnic Default

- i. The Tasmanian Polytechnic will refund all tuition fees within 14 days in the event of a cancellation of a course by the Tasmanian Polytechnic.
- ii. If the course does not start on the agreed starting date and the student withdraws prior to the starting date, the Tasmanian Polytechnic will refund all tuition fees within 14 days.

4. Students with Visas other than Student Visas

Overseas visitors who are holders of visas other than Student Visas are eligible to enrol in short term Tasmanian Polytechnic courses. Holders of a Visitor visa can only enrol in courses that are no longer than (17) weeks. If holders of such visas withdraw from a course after it has commenced, they will not be eligible for a refund except for where the provision at 1(v) applies.

5. Additional Information

Applications for a refund should be submitted to the International Education Unit using the "Refund Application" form.

- i. Documentary evidence must be provided in support of an application for a fee refund, which should state name, date of commencement and reason for withdrawal.
- ii. Cancellation of Enrolment – the Tasmanian Polytechnic reserves the right to cancel the enrolment of a student whose attendance falls below 80%; no refund of fees will be given.
- iii. Transfers to other educational institutions will be granted in accordance with provisions of the ESOS Act 2000 (Please see "Change of Provider" information sheet.) Any money transferred to other educational institutions will be in accordance with this refund policy.

Note:

Under the visa conditions of the Department of Immigration and Citizenship, students must study with the education provider at which they were originally enrolled, for the first 6 months of their principal course, or the duration of the course, if the course is for less than 6 months. Students may apply to the Tasmanian Polytechnic (International Education Unit) to change provider during the first 6 months of their principal course, however permission to change provider will only be granted under the provisions of the ESOS Act 2000 pertaining to "Transfer Between Registered Providers".