

# Local Student Application

RTO PROVIDER No: 21595 CRICOS Number: 02634E



## APPLICANT DETAILS

Full Name:		Family Name (Last)	First Name	Middle Name
Address in Australia:		Street Address		Apartment/Unit #
		Suburb/Town	State	Post Code
Home Phone:	( )	Mobile Phone:	( )	
E-mail Address:			Gender Tick one:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date:	dd / mm / yyyy	Emergency Contact Name:	Emergency Contact Number:	( )

## Course of Studies Selection

Preference	Course Code	Course Name (e.g. Diploma Hospitality Majoring in Commercial Cookery)	Intake Date
A			
B			

## PRIOR EDUCATION (A copy of your prior qualifications must be attached)

Country	Year	Qualification (e.g. Year 10 Secondary School)	School	Are you applying for Credit Transfers (for studies completed in an Accredited Australian Institution)
				<input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment Details

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you currently have paid employment?

1. \_\_\_ Yes, full-time employee
2. \_\_\_ Yes, part-time employee
3. \_\_\_ Yes, self employed and/or an employer
4. \_\_\_ No, but I am looking for paid employment
5. \_\_\_ No, I am not looking for paid employment

## PERSONAL STATISTICS

Do you speak a language other than English? YES / NO  
 If YES please specify \_\_\_\_\_  
 Do you require assistance with English? YES / NO  
 Country of Birth: \_\_\_\_\_  
 Are you of Aboriginal or Torres Strait Islander origin? YES / NO  
 Circle your Uniform Size for Hospitality and Beauty Therapy: S M L XL

## MEDICAL DETAILS

Do you consider yourself to have a disability? YES / NO  
 If YES please specify \_\_\_\_\_  
 Do you require assistance because of this disability? YES / NO  
 If YES please specify \_\_\_\_\_  
 Do you give permission for us to call urgent medical treatment for you in an emergency and agree to pay all costs? YES / NO

## FEES (Note: Fees are subject to change and are posted on [www.academia21.com](http://www.academia21.com))

Home Stay (if needed):	<input type="checkbox"/> Not Required	Materials Fee:	Tuition Fee:	FEES TOTAL:
	<input type="checkbox"/> 4 Weeks \$1,350 package (includes airport pickup & GST)			
	<input type="checkbox"/> ___ of weeks @ \$240 per week + \$180 placement fee (minimum of 2 weeks)			

## PAYMENT METHOD:

\$ \_\_\_\_\_ DATE: / / \$ \_\_\_\_\_ DATE: / / \$ \_\_\_\_\_ DATE: / /  
 \$ \_\_\_\_\_ DATE: / / \$ \_\_\_\_\_ DATE: / / \$ \_\_\_\_\_ DATE: / /

Declaration: I certify that the above information I have provided and attached is correct and complete. I understand that if I have provided incomplete, inaccurate or withheld information, this can lead to the cancellation of my enrolment and refund of fees paid will be calculated as per the refund policy below.

Signed:	Print Name:	dd / mm / yyyy
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## REFUND AGREEMENT

The laws of the Commonwealth of Australia and the States govern this agreement between the Student and Academia International. Also refer to Academia International's refund policy on [www.academia21.com](http://www.academia21.com).

- 1) **PROVIDER DEFAULT** In the unlikely event that Academia International is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course Academia International at no extra cost to you. You have the right to choose whether you would prefer a full 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 accept the placement. If Academia International is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ASTAS will place you in a suitable alternative course at no extra cost to you. Finally, if ASTAS can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
- 2) **CANCELLATION** Where the application is cancelled by the student without commencing at Academia International, written notification to the admissions officer must be provided, signed and dated by the student and stamped as received by Student Services.
  - a) Registration Fee - Not refundable
  - b) Equipment fees - Full refund
  - c) Tuition fees -
    - i) Notice received 10 weeks or more prior to originally agreed starting day - Full refund less 10% of total course fees
    - ii) Notice received less than 10 weeks prior to originally agreed starting day - Full refund less 25% of total course fees
    - iii) Notice received after originally agreed starting day - No Refund for current course (or any following courses in a package offer).
- 3) **STUDENT DEFAULT / WITHDRAWAL** Where the student withdraws from their enrolled tuition after commencing studies at Academia International, written notification to the admissions officer must be provided
  - a) Registration Fee - Not refundable
  - b) Equipment fees - Not Refundable
  - c) Tuition fees for enrolled course currently studied - Not Refundable.
    - i) Where a packaged (multiple courses) enrolment is paid in advance, Tuition fees for course(s) yet to commence, full refund less 10% of total course fee(s).
    - ii) See also clauses 12, 13 & 14
  - d) Student expelled for breach of college rules - No refund
- 4) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 5) Agreed starting day means the day on which the course was scheduled to start, or a day agreed between Academia International and the student.

## CLAIMING A REFUND

- 6) The student must provide their notice of withdrawal or cancellation in a signed and dated written letter. The claim for a refund must include a reason and must include supporting official documentation of the student's circumstances for withdrawal/cancellation plus

a contact name and telephone number to enable Academia International to validate this claim.

- 7) Date of Cancellation / Withdrawal is the date the written request is received by Academia International's Admissions Officer.
- 8) A student should apply for a refund as soon as possible after notice of cancellation / withdrawal is submitted.
- 9) All refunds will be paid after 4 weeks of receipt of student's written Cancellation / Withdrawal notification only if the supporting documentation have been validated during this timeframe.
- 10) When you receive a refund, a written explanation of how the amount was calculated will be provided to you.

## TERMS AND CONDITIONS

### FEES

- 11) All course fees and charges are payable in Australian Dollars (AUD\$) and must be paid in full prior to a student attaining their qualification (even if a student completes the course earlier than the standard allocated course duration).
- 12) All fees and charges must be paid in advance by the date shown on the Offer of course placement and/or any outstanding Invoices prior to any results or certificates being issued.
- 13) Students who give notice of intention to cancel their enrolment less than 28 days prior to the start of a new term are liable for and must pay the next Term's fees.
- 14) **VET courses only:** Tuition fees have been apportioned in equal installments across the total study duration (e.g. 4 equal semester payments across 2 years). As the first 12 to 18 months have a higher tuition cost, students who:
  - a) request results or certificates, and/or
  - b) default or withdraw prior to completing all enrolled coursesmust pay the difference in fees paid to date and the fees on their offer letter at the time of their request, default or withdrawal. This fee is calculated on a pro rata basis for study completed and must be paid prior to results and/or certificates being issued.
- 15) Students may be precluded from attending class, receiving results, sitting tests / exams if tuition fees have not been paid in full by the date written on their invoice.
- 16) Late fees can incur a penalty charge.
- 17) Academia International is not responsible for any monies paid to agents or 3<sup>rd</sup> parties.
- 18) If students need to repeat a subject(s) a pro rata tuition fee is payable.
- 19) Fees are subject to change. Academia International will maintain the tuition fee price for enrolled students as long as
  - a) the student commences on the date specified AND
  - b) for the period of their tuition stated.Enrolment fees, course commencement date and period of tuition are listed in the students confirmation of enrolment.
- 20) Payments made by credit cards will incur a 2% processing surcharge.

### TRANSFER

- 21) When a student requests and is permitted to transfer to another Academia course or shift (e.g. Evening to Day), unearned fees paid will be credited to the new course. The tuition price difference at the time of change must be paid for the transfer to be approved.
- 22) Dietary (e.g. working with Meat) or Religious requirements (e.g. studying on a Saturday or with Alcohol or Pork) are not deemed as valid reasons for a transfer or course date schedule change. The student needs to read the course outline to understand whether it has any impact on their dietary /

religious requirements prior to applying at Academia International.

### GENERAL

- 23) The information I have provided is true and correct to the best of my knowledge.
- 24) I must comply with policies and rules of Academia International and agree that I have reviewed these before making this application for enrolment, and that these will be re-iterated at the induction and orientation program.
- 25) I must attend class and meet the requirements of the program.
- 26) I agree to pay all fees owing on or before the due date.
- 27) The information provided by our students may be made available to Commonwealth and State agencies to tell the respective government agencies certain changes to your enrolment; and personal and contact details.
- 28) I agree that I meet the minimum course entry requirements as stated on Academia International's brochure or website
- 29) I agree that Academia International may use my image and testimonials in its advertising/marketing unless I check the following check box:  I opt out in Academia using my image / testimonials.
- 30) I understand that I must arrive at Academia International on time for the student Induction program.
- 31) I understand that Academia International delivers its courses through day and evening sessions operating Monday to Saturday 7:50am to 10:10pm. I also understand that Academia International exercises the sole right in the days of the week and shifts (day versus evening) when timetabling students. This is determined on availability of resources (trainers & class rooms). Academia International will review students' requests for time table changes but can not guarantee these for whatever reason whether dietary, work related or religious.
- 32) I understand that if I am unable to commence by the date as per the issued start date, my new date of commencement is at the discretion of the course coordinator.
- 33) Academia International shall be under no liability whatsoever to any student for any injury, loss or damage sustained at or upon the School's premises howsoever caused and whether in respect of any negligent act or omission by Academia International, its employees, agents, servants or otherwise.

### ACADEMIA WEBSITE INFORMATION REVIEW

I have read and understood the additional information provided to me at <http://www.academia21.com> as it relates to my rights and obligations prior to enrolling at Academia International.

### PRIVACY STATEMENT

Academia International is committed to protecting students' right to privacy. Where relevant, information is collected and disclosed to appropriate bodies to determine and verify students' previous qualifications, individual welfare needs, and credit ratings plus report any changes of Student enrolment.

### STUDENT DECLARATION

I have read, understood and agree to the above WEBSITE REVIEW, REFUND, FEES, TRANSFER, PRIVACY and GENERAL terms and conditions of enrolment

Student

Signature: \_\_\_\_\_

Student

Name: \_\_\_\_\_

Date dd/mm/yyyy: \_\_\_\_/\_\_\_\_/\_\_\_\_