

# International Learner Application Form

## APPLICATION INSTRUCTIONS

Thank you for choosing to apply at EQUALS International.

Please fill out all the requested information below. Incomplete application will not be processed. Once the application form has been completed and you have attached the following items (listed on the checklist), kindly return the completed form and documentation to;

### International Learner Admissions

GPO Box 2443, Adelaide SA 5001 Australia **OR** Email your application to [enrolments@equals.edu.au](mailto:enrolments@equals.edu.au)

**Please make sure before signing this document that you agree with all company policies, regulations, terms and conditions. No payment is required with your application.**

## CHECKLIST

Onshore Applicants	Tick	Offshore Applicants	Tick
Certified true copy of your Passport		Completed Applicant Checklist & Declaration (SVP) only	
copy of your current Visa & CoE		Certified true copy of your Passport	
a copy of your TOEFL/IELTS Certificates (even when expired), or equivalent.		A copy of your TOEFL/IELTS Certificate (applies if English is not your first language), or equivalent	
Certified true copies of academic transcripts and qualifications (if applicable)		Covering letter and current resume	
Details of your overseas student health cover (OSHC)		Certified true copies of academic transcripts and qualifications (if applicable)	
Your USI number		Certified true copies of financial requirements	

## 1. WHAT IS YOUR USI NUMBER?

## 2. PROGRAM OF STUDY

What professional program/s of instruction are you applying to enrol in? **Please tick one or more programs.**

### ELICOS PROGRAMS

English for Academic Purposes Block A

English for Academic Purposes Block B

### VOCATIONAL PROGRAMS

Diploma of Business Administration BSB50415

Diploma of Nursing (Enrolled / Div 2 Nursing) HLT51612

Advanced Diploma of Business BSB60215

Advanced Diploma of Nursing HLT61107

Graduate Diploma of Strategic Leadership BSB80215

Diploma of Remedial Massage HLT52015

Diploma of Hospitality SIT50313

Advanced Diploma of Ayurveda HLT62615

Advanced Diploma of Hospitality SIT60313

Certificate IV in Community Services CHC42015

Certificate III in Commercial Cookery SIT30813

Diploma of Community Services CHC52015

Certificate III in Individual Support CHC33015

Diploma of Early Childhood Education & Care CHC50113

What month and year would you prefer to start studying?

## 3. APPLICANT DETAILS

Family Name:		Given Names:	
Date of Birth:		Gender:	
Address:		Suburb:	
State/Country:		Postcode:	
Telephone:		Mobile:	
Email:			
Country of Birth		Nationality	
Are you of Aboriginal or Torres Strait Islander Origin?		Yes, Aboriginal	No
		Yes, Torres Strait Islander	

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2. APPLICANT DETAILS continued											
Are you applying in Australia or offshore?						Offshore			Onshore		
Overseas Address:						Overseas Contact Number					
Email contact details:											
Please nominate the Embassy to send your electronic Confirmation of Enrolment if you are successful:											
Nationality on Passport:				Passport Number:				Passport Expiry Date:			
Are you married?		Yes		No		If Yes, what was the date of your marriage?					
Do you have any dependents?		Yes		No		If 'yes', will they be joining you in Australia?				Yes No	
Do you currently hold an Australian Visa?				Yes		No		** Please ensure you attach a copy of your visa label.			
If "yes", what type of visa?											
Do you hold a current CoE?				Yes		No		** Please ensure you attach a copy of your CoE.			
If you hold a Visa, what is the expiry date?										** This field is required if you hold an Australian visa	
Do you currently have Overseas Learner Health Cover?				Yes		No		** If Yes, please ensure that you attach a copy of your current membership card.  If No, do you require family or single membership?			
OSHC Expiry Date:								Family		Single	
3. ENGLISH LANGUAGE PROFICIENCY											
Language		Do you usually speak a language other than English at home?				Yes			No		
If Yes, please specify what other languages are spoken?											
How well do you speak English?				Very Well		Well		Not Well		Not at all	
4. SPECIAL NEEDS											
Do you consider yourself to have a disability or special needs?		Yes			No			Unsure			
If Yes, please provide details:											
If Yes, then please indicate the areas of disability, impairment or long term condition.				Hearing/Deaf				Mental Illness			
				Intellectual				Acquired Brain Injury			
				Physical				Vision			
				Learning				Medical Condition			
Please note that students requesting assistance for a disability or special need must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by EQUALS (e.g. special consideration for examinations)											
5. EDUCATION & CAREER BACKGROUND											
Reason for Study: (please tick one)		Which best describes your main reason for study?				I wanted extra skills for my job					
		To get a job						To get into another course of study			
		To try for a different career						Personal Interest			
		To get a better job or promotion						Self Development			
		It was a requirement of my job						Other			
What was your highest completed school level?		Year 12		Year 11		Year 10		Year 9 or lower			
In which year did you complete?											
Are you still attending high (secondary) school?				Yes			No				

# International Learner Application Form



## 5. EDUCATION & CAREER BACKGROUND continued

<b>Have you completed any other type of qualification? If yes, please detail</b>	Bachelor or Higher Degree	Certificate III (or Trade Certificate)
	Advanced Diploma or Associate Degree	Certificate II
	Diploma	Certificate I
	Certificate IV (or Advanced Certificate)	Certificates other than the above
<b>Of the following categories, which best describes your current employment status?</b>	Full time Employee	Employed – unpaid family work
	Part time Employee	Unemployed – seeking full time work
	Self Employed – not employing others	Unemployed – seeking part time work
	Employer	Not employed – not seeking employment

## 6. AGENT REPRESENTATIVES (IF RELEVANT)

### Where did you find out about EQUALS International?

Word of Mouth	<b>Agent Name:</b>
Internet	<b>Agency Stamp:</b>
Exhibition	

### Agent Declaration:

By ticking the box I confirm I am the agent listed above and that I have counselled and briefed the applicant about EQUALS International, its policies and procedures, and the terms and conditions related to this application in accordance with our Agent Agreement with EQUALS International.

**Please tick**

## 7. ELECTRONIC COMMUNICATION AUTHORITY

I hereby authorise EQUALS International to correspond with me electronically via the email address provided on this application

**Yes**

## 8. INFORMATION

**Personal information** supplied to registered training providers such as EQUALS International may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of providers;
- promoting compliance with the conditions of a particular Student visa or visas, or of Student visas generally; or
- facilitating the monitoring and control of immigration.

**I have read and understood this information:**

**Yes**

**No**

## 9. NEXT STEPS

1. Please read the conditions of enrolment on the following pages and complete the declaration.

2. Forward your completed application form and attachments to:

**Enrolment Coordinator**

**EQUALS International**

Phone: +61 (8) 8110 1200

Fax: +61 (8) 8110 1299

Email: enrolments@equals.edu.au

# Step-by-Step Application Process



## STEP 1.

### Application for enrolment

Complete this Application form, scan and email all the required documents in the checklist to [enrolments@equals.edu.au](mailto:enrolments@equals.edu.au),

or post/courier to EQUALS International, GPO Box 2443, Adelaide SA 5001, Australia.

International students wishing to applying under SVP arrangements, must follow Streamlined Visa Processing (SVP) procedures, which are detailed here: [www.equals.edu.au/streamlined-visa-processing](http://www.equals.edu.au/streamlined-visa-processing).

Please ensure that you have submitted ALL the required documents (e.g. academic transcripts) for assessment. Certified academic transcripts/supporting documents must be provided in English. These may be certified by an education representative or agent, EQUALS International representative, notary public or any other independent source approved by EQUALS.

## STEP 2.

### Application Assessment

EQUALS aims to process completed applications within 48 hours and will advise you of the outcome of your application within 72 hours if all the required documents are provided. **If your application is successful, EQUALS will send a Letter of Offer to contacts provided in your application** - yourself or your agent, confirming the course you have been offered, conditions of enrolment, fees payable and course commencement date.

## STEP 3.

### Acceptance

To accept the offer you (or your nominated Education Representative or Agent) **must sign and return the Enrolment Form & Learning Agreement and pay the required fees**. This must be done within the specified timeframe detailed in the Letter of Offer from EQUALS. The EQUALS Education Representative or Agent is to discuss the Letter of Offer requirements with learner, including:

- Minimum required payment (tuition fees, OSHC etc).
- Any conditions attached to the offer,
- Requirement to sign the Acceptance of Offer and what the requirements mean,
- Evidence of financial capacity as detailed (if required),
- Other requirements as set out in the Letter of Offer.

### Payment of 1st semester fees

Your Letter of Offer (Step 2) will advise you of the anticipated tuition costs and due date for payment. Once the payment /deposit is received by EQUALS International the invoice for the full payment of the first academic term of studies will be issued in due course. **Please note that international funds transfers can take up to 10 working days to be received.**

## STEP 4.

### Electronic Confirmation of Enrolment

Upon the receipt of the payment and signed Enrolment Form & Learning Agreement, EQUALS will formally notify you that you have been accepted. **The Electronic Confirmation of**

Enrolment (ECoE) will be sent directly to you or your representative if they are assisting you with your application (You will need the Confirmation of Enrolment to apply for your student visa).

## STEP 5.

### Student visa application

International students intending to study at EQUALS must apply for an Australian student visa.

EQUALS International is an eligible education provider under the Department of Immigration and Border Protection (DIBP) Streamlined Visa Processing (SVP). Under this initiative successful applicants, issued with a Confirmation of Enrolment (CoE) for eligible courses from EQUALS, will have their student visa application processed by DIBP under Assessment Level 1 criteria, regardless of what the assessment level is for their country.

Your local EQUALS education agent or representative will be able to assist you in applying for your student visa. The main requirements for the student visa application are:

For additional information on the SVP Process, please visit: [www.immi.gov.au](http://www.immi.gov.au).

## STEP 6.

### Welcome to EQUALS

The International student will be emailed a **welcome information pack that includes transport/pick-up**. The student will also receive a **Pre-Departure Checklist and Orientation Checklist**.

## NOTE: PAYING FEES

Student fees may be paid by credit card, bank cheque (in \$AUD), bank draft or telegraphic transfer as per invoice payment details.

Note: EQUALS International receives bank transfers from many students in many different countries. It is **critically** important that when student fees are paid by bank transfer, students also email/fax a copy of the bank deposit receipt to the EQUALS Enrolment Coordinator at [enrolments@equals.edu.au](mailto:enrolments@equals.edu.au).

Bank Cheque: Please make sure your bank cheque is in **Australian Dollars** and payable to: EQUALS, GPO Box 2443, Adelaide SA 5001, Australia

Credit Card: Please note, American Express and Diners Club cards are not accepted.

Further information on EQUALS International policies and procedures can be found on our website: [www.equals.edu.au](http://www.equals.edu.au).

# International Learner Application Form & Agreement



**Important:** Please read the Learner Handbook, Prospectus and the following information carefully before making your application.

## CODE OF PRACTICE

This sets out the guidelines for the ethical conduct of registered providers of courses to International Learners. EQUALS International is a registered provider of courses for International Learners and is committed to meeting educational standards outlined in the National Code of Practice issued by the Australian Government.

## CHANGES AFFECTING VISA STATUS

EQUALS International is required by law to notify the Department of Immigration and Border Protection (DIBP) whenever a Learner:

- fails to commence the nominated course as expected
- has their enrolment cancelled for failure to meet course requirements, or any other reason
- ceases to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- changes course and/or provider during their period of stay in Australia

If you have changed your course and/or provider, you may need to contact your overseas student health cover (OSHC) provider about maintaining OSHC for the full duration of the course. You should contact DIBP, prior to making a decision, with any queries that you have regarding a change of visa status. Please also note that you are required to notify EQUALS International if you are applying to DIBP to change your visa status.

## TUITION FEES AND REFUND OF MONIES PAID

- The organisation reserves the right to cancel a course, or refuse any enrolment as permitted by law.
- The organisation reserves the right to adjust fees on an annual basis, vary course requirements or class schedules at any time as deemed necessary.

All EQUALS International Institute ("EQUALS") refunds will be made in accordance with the refund table and conditions contained in this form and in compliance with the Education Services for Overseas Students Act ("ESOS Act") and the ESOS Regulations.

An international Learner or an intending international Learner must make any request for a refund in writing to:

International Learner Liaison  
 EQUALS International Institute  
 GPO BOX 2443  
 ADELAIDE SA 5001 or to [enrolments@equals.edu.au](mailto:enrolments@equals.edu.au)

## MAKING A CLAIM FOR A REFUND

The claim must identify the reason for the refund and must include supporting documentation according to the circumstances, including official documents such as Confirmation of Enrolment (eCoE), receipts, visa refusal letters.

The date of notification of the request for a refund is the date the request is received at EQUALS.

Payment of refund where the Learner withdraws from the course will be calculated from the date the written claim is received with all necessary documentation at EQUALS.

Refunds, if approved, will be normally made within four weeks after a written claim has been received from the applicant/Learner.

However, if:

- EQUALS is unable to start the course on the day on which the course was scheduled to start or a later day agreed by the Learner and EQUALS OR
- EQUALS stops providing the course after the course has started but before it is completed

EQUALS will offer the refund to all Learners who are enrolled at the time within two weeks of the day on which EQUALS should have provided the course or it stopped providing the course.

In these situations, a Learner may be offered enrolment in an alternative EQUALS course at no extra cost. If the Learner chooses to accept enrolment in the alternative course, written confirmation will be required from the Learner to confirm that the alternative enrolment is in substitution for refund of fees. This change of course will be reflected in an amended Confirmation of Enrolment. It is the Learner's choice whether to accept a refund of fees or enrolment in an alternative course.

Where a Learner changes visa status (e.g. changes education sector) and requires a new visa to be issued, the Learner is required to bear any and all costs associated with the visa inclusive of medical tests.

If EQUALS International is unable to provide a refund or place the Learner in an alternative course, the Tuition Assurance Scheme will be responsible for placing the Learner in a suitable alternative course at no extra cost. The student is not obliged to accept alternative offers and may seek a full refund of the course fees.

If the Learner is an International Learner and the Tuition Assurance Scheme is unable to place the International Learner in a suitable alternative course, the ESOS Assurance Fund Manager will then attempt to place them in a suitable alternative course or, if this is not possible, the International Learner will be eligible for a refund as calculated by the Fund Manager.

Refunds will only be made by electronic funds transfer or by cheque. Refunds will be made in Australian dollars and will be made to the Learner unless the Learner requests in writing that the refund is to be made to a person nominated by the Learner.

Money will not be transferred to other educational institutions under any circumstances.

**Tuition fees** has the meaning provided for in the ESOS Act.

Reason For Refund of Fees Paid	Refund Payable By EQUALS
If the visa application is unsuccessful and the course had <b>not</b> started on the day on which the course was scheduled to start or a later day agreed between EQUALS and the Learner (the "Agreed Starting Day")	All Fees
If the visa application is unsuccessful and the course had <b>already</b> started on the Agreed Starting Day and the Learner started the course on that day*	All Fees less monies to cover administration expenses and any part of the course you have already studied as provided for in the ESOS Act and ESOS Regulations
If the offer of a place is withdrawn	All Fees
If EQUALS is unable to start the course on the day on which the course was scheduled to start or a later day agreed between EQUALS and the Learner (the "Agreed Starting Day")	All Fees (provided the Learner has not withdrawn before the day on which the course was scheduled to start or a later date as agreed between EQUALS and the Learner)
If EQUALS stops providing the course after the course has started but before it is completed	All Tuition Fees (provided the Learner hasn't withdrawn before the day on which EQUALS stops providing the course)
If incorrect or incomplete information is supplied by the applicant and the offer is withdrawn by EQUALS	All Tuition Fees less a \$250.00 Administration fee.
If the Learner does not start the course on the Agreed Starting Date (and has not previously withdrawn) and the reason for not starting on that date is <b>not because the visa application is unsuccessful</b> (in this case the Learner will be in default (as provided for under the ESOS Act).	No refund
If the Learner withdraws more than 30 calendar days before the Agreed Starting Day the course	80% of the Tuition Fees less A\$250 administration fee.
If the Learner withdraws less than 30 calendar days before the Agreed Starting Day the course.	50% of Tuition Fees less A\$250 administration fee.
If the Learner withdraws after the Agreed Starting Day of the course.	No refund
If a Learner <ul style="list-style-type: none"> <li>- breaches Learner visa conditions</li> <li>- breaches the rules of EQUALS resulting in suspension or expulsion from the course <b>or</b></li> <li>- has his/her visa cancelled and is asked to leave the country.</li> </ul>	No refund
If a Learner receives permanent residency status during a semester.	No refund. The Learner will be required to pay domestic fees for the subsequent semester/s.

# International Learner Application Form



**Important:** Please read the Learner Handbook, Prospectus and the following information carefully before making your application.

This policy, and the availability of complaints and appeals processes, does not remove the right of the Learner to take action under Australia's consumer protection laws.

## COURSE ATTENDANCE

International Learners are required to undertake a fulltime program and attend no less than 80 per cent of classes within a given term and a minimum of 90 per cent for bodywork subjects. If classes are not attended a medical certificate will be required.

## DEFERMENTS

Requests for the deferment of studies are required in writing. Deferments may be granted by the organisation for up to 1 year providing advice is given in writing at least 2 weeks prior to the commencement of a given term.

EQUALS must notify Department of Immigration and Border Protection (DIBP) of your decision to defer your studies in Australia. DIBP will defer the student visa up to six months. Over six months your visa will be cancelled, therefore you will need to reapply for another student visa prior to recommencing your studies. Please note that the final decision about your eligibility for a second student visa will be made by DIBP and will be based on your reasons for deferring your studies. Therefore, we strongly advise you contact DIBP to ensure that you will be able to resume your student visa status, prior to making your final decision to defer.

There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Learner Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

A Learner is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. . Please note that EQUALS International is required to notify DIBP of any visa amendment and you may need to contact DIBP to ensure that you do not forfeit your current learner visa.

## DEPENDANTS

If holders of a Student Visa have dependents who will be coming with them to Australia, they are required to make arrangements for the education of the dependent/s. Learners should contact DIBP for more information about the status of dependents when intending to study in Australia. If you are accompanied by school aged dependents you will be required to pay the full fees for their schooling. Please note that International Learners are not eligible for travel concessions on public transport in Australia.

## ELIGIBILITY FOR STUDENT VISA STATUS

Have you checked your countries Assessment Level?

Full fee paying prospective Learners of Assessment Level 3-5 are encouraged to undergo pre-visa assessment before lodging an application for a visa to study in Australia. Self-assessment information can be obtained from your nearest Australian Embassy.

## OVERSEAS STUDENT HEALTH COVER

DIBP require mandatory, visa length health insurance for all Learner visa holders. Approved OSHC providers include:

- NIB – [www.nib.com.au](http://www.nib.com.au)
- Medibank Private – [www.medibankprivate.com.au](http://www.medibankprivate.com.au)
- BUPA OSHC – [www.overseasLearnerhealth.com](http://www.overseasLearnerhealth.com)
- Australian Health Management – [www.ahm.com.au](http://www.ahm.com.au)
- Lysaght Peoplecare Limited, subcontracting to OSHC Worldcare - [www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)
- OSHC Allianz Global Assistance - [www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au)

We will organise the first years premiums as per your letter of offer, once the first year has elapsed, you will have to contact the OSHC provider to organise a payment plan for the duration of your time on the visa. To not have up to date Health insurance is a breach of your student visa.

## REFUND OF OSHC PAYMENTS

A Learner may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- if they do not arrive in Australia
- if their student visa is not extended
- if they have been granted resident status in Australia
- if they are required to return home for reasons beyond their control

## WITHDRAWAL FROM A COURSE

Learners are required to provide written notice of withdrawal from any course or course component, and the date of notification is the date the notice is received at EQUALS International. Please check with Learner Administration before withdrawing to ensure that it complies with your student visa requirements. Please also refer to the International Learner Refund Policy detailed on this form.

Please note that information about overseas Learners may be made available to relevant Commonwealth & State Government agencies.

APPLICANT AGREEMENT & DECLARATION	
I :	
a)	declare that I have read, understood and agree to abide by the terms, conditions and policies outlined in this Learner Application Form, the Learner Handbook & Prospectus and International Learner Refund Policy and the organisational website at <a href="http://www.equals.edu.au">www.equals.edu.au</a> ;
b)	declare that the above information is true and correct;
c)	declare that the information supplied may be provided to the Australian government if requested;
d)	declare that I have read and understood the Course Information material supplied to me.
<b>APPLICANT SIGNATURE:</b>	Date: