

Read this application carefully. Complete all sections and ensure that supporting (certified) documents are attached. Write in **BLOCK LETTERS** using a blue or black pen. Tick where applicable.

<input type="checkbox"/> I have read and understood the Course Brochure/Handbook									
1. Personal Details (As shown on your passport)									
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	Other (please specify)			
Family Name									
Given Name									
Date of Birth (DD/MM/YYYY)				Gender					
				<input type="checkbox"/> Male		<input type="checkbox"/> Female			
Student's current personal address (in home country)									
Home Address									
Town / City									
Country		State		Post Code/ZIP					
Telephone		Mobile							
Students current address (if student in Australia)									
Number and Street									
Suburb/ Town / City									
State		Country		Post Code/ZIP					
Telephone		Mobile							
Email Address									
Residency Information									
Country of Birth				Passport Number					
Do you hold a current Australian visa?				<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Visa expiry date	
If yes, please provide code and category of visa									

2. Agent Details (If engaging with an authorised recruiting agency)		
Name of Agency		
Please stamp here (including mailing address)		
What country is the applicant in when completing this form?		
Councillor's Name		
Email Address		
Where should we send notification of your application: <input type="checkbox"/> Agent <input type="checkbox"/> Student and Agent		
Declaration by agent:		
<input type="checkbox"/> I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP).		
<input type="checkbox"/> The applicant is genuine in making this application and has every intention of completing all programs listed in the application.		
<input type="checkbox"/> I have made every effort to verify the authenticity and validity of the documents which form part of this application.		
3. Program Details		
Course Name & CRICOS Code	Start Date	Students applying must attach certified transcripts of previous qualifications and must be over 18 years of age at the time of course commencement. Please note that IHNA Management reserves the right to alter any student's timetable as per IHNA's requirements.
Preferred Location <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Sydney		
4. Educational Background and Qualifications		
Did you completed secondary school (Year 12)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Students applying for Credit Transfer and Recognition of Prior Learning (RPL) application form must attach certified transcripts of previous qualifications, course pro-les and/or experience.
In which year did you complete Year 12? <input type="text"/>		

5. Previous Qualifications Achieved					
<i>(Including Bridging Preparatory Studies, English Language Programs, Tertiary Studies, Certificate/Advanced Certificate/Trade/Traineeship or other studies, or Post-Secondary Qualifications).</i>					
Name of Program/ Qualification	Star Date (MM/YY)	Completion Date (MM/YY)	Institution	Country	Language of Instruction
6. Employment Experience (If applicable)					
<i>Please only supply this information if it is a prerequisite for your program in which case you must attach your Curriculum Vitae (CV)/Resume with letters of reference or other documentary evidence of your work experience.</i>					
Name of Employer	Occupation Title	Full-time or Part-time	Start Date	Finish Date	
7. English Language Proficiency					
Is English your first language?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, what is your first language?			<input type="text"/>		
Did you complete tertiary studies in an English-speaking country?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you hold a certificate of English proficiency (e.g. Academic IELTS, TOEFL)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you taken OR will you be taking an English Test?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of test (If Completed)		<input type="text"/>	Overall Score		
<input type="text"/>	Listening	<input type="text"/>	Reading	<input type="text"/>	Writing <input type="text"/>
		<input type="text"/>	Speaking	<input type="text"/>	
If any of these boxes are ticked, you must attach certified documentary evidence as outlined by searching 'English Requirements' on the Institute of Health and Nursing website www.ihna.edu.au					

8. Australian Study

Have you previously studied in Australia? Yes No If Yes (please specify)

Please state your overseas qualifications in the columns below: (Please specify the most current qualification first)

Qualification	Institution	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)	Country	Transcript Attached?

Are you currently studying in Australia? Yes No

If yes, please indicate name of institution

Name of program

Do you intend to complete? Yes No

Are you applying for Credit Transfer/RPL Yes No

(If yes, please complete and attach the Credit Transfer/RPL Application Form (available from IHNA website and IHNA Campus Reception) and talk to your agent or Student Services the Position. An application fee of \$200 is applicable to assess RPL applications.)

9. Student Services

Do you require Overseas Student Health Cover? Yes No

If Yes, Please Specify Single Dual Family Multi Family Duration

Airport Pick-up: Do you require airport pick-up? Yes No

Accommodation: Do you require assistance with accommodation? Yes No

Living costs (Please read the International Students Handbook to get an understanding of living costs in Australia.)

Do you understand the costs associated with studying in Australia (including costs of tuition, living expenses, OSHC, return airfares, etc.)? Yes No

How are you funding your study and living costs? (choose more than one if applicable):

Self-funded sponsored by government / organisation / company

Family-funded bank loan (please provide proof with this application of employment and income, bank statements and loan letters)

Other (please specify):

10. Disability

Do you consider yourself to have a disability, impairment or long-term condition?

If yes, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly:
(Please select all that apply)

- Hearing/Deaf Learning Vision Physical Mental Illness
 Medical Condition Intellectual Acquired Brain Impairment Other

Would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

11. Next of Kin (Please provide details of person who we can contact in case of an emergency)

Name:

Relationship:

Phone No (with country):

Email ID:

Terms and Conditions of Enrolment

As a condition of enrolment, the student agrees to abide by all IHNA policies referred to below for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. To view all our policies, please visit <https://www.ihna.edu.au/policydocuments/international>

These could include:

1. Student Complaints and Appeal Policy and Procedure
2. Student Attendance, Academic Progress and Completion Monitoring of Courses for Overseas Students Policy and Procedure
3. International Student Code of Behaviour
4. Transfer Between Registered Providers Policy and Procedure
5. Deferment, Suspension and Cancellation Policy and Procedure

Privacy Statement

IHNA will only use personal information collected for the purpose for which it was provided. This personal information will be kept confidential. IHNA will take reasonable steps to protect all personal information from misuse and loss due to unauthorised access, alteration or disclosure. Under the Freedom of Information Act 1982, you are able to access your student information and documents by placing a request in writing and providing adequate identification. You must allow 48 hours for access to be provided. IHNA will also take reasonable steps to destroy or re-identify personal information if it is no longer needed. Upon signing this application form, you acknowledge and give consent for IHNA to provide your information to a Government or legislative body, as required under law. In these circumstances, the minimum amount of information required or requested will be disclosed. You consent to IHNA providing your personal information to the Australian Government, designated authorities and the Tuition Assurance Scheme's Manager. This information may include personal and contact details, course enrolment details and changes.

Fee Refund Policy and Procedure for International Students Please refer the policy

1. If an intending overseas student is not granted a student visa from Australian High Commission/Australian Embassy/Department of Immigration & Border Protection (DIBP) for any reason, the refund applicable will be fees paid as a deposit towards an eCoE will be refunded, minus administration and processing charges of AUD300.00. Documentary evidence of visa refusal is required.
2. If Institute receives a written notice of withdrawal more than 28 days before the commencement of the course, the refund applicable will be: 25% of the fees paid by the student, minus administration and processing charges of AUD300.00
3. If written notice is received between 14-28 days before the commencement of the course, the refund applicable will be: 15% of the fees, minus administration and processing charges of AUD300.00
4. If written notice is received less than 14 days before the course commencement date, there will be no refund.
5. If the student withdraws after the Study Period has commenced, there will be no refund of fees. Further, the student will have to pay any unpaid fees for that study period to IHNA before the request for release letter is considered.
6. If a student's visa is cancelled due to their breach of international student visa conditions or IHNA Policies and Procedures after the commencement of course or Student Misbehaviour. There will be no refund of the current study period's fees. Maintaining the conditions of the visa grant and following IHNA's policies and procedures as agreed is the student's responsibility. Students are also liable to pay the balance of fee payable to IHNA by student.
7. At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence. If the CT allows shortening of the duration of the course, pro-rata fees will be calculated and offered to the student. Once the student accepts the offer, there will be no further reduction of the fee.
8. If a student requests to defer to any following intake/s within 28 days before the commencement of the course initially applied for, while waiting for a decision from the regarding their student visa application, IHNA will require a proof of lodgment of student visa and a written request from the student explaining why the deferment is requested. Any deferment is solely at the Institute's discretion. If the Student's visa application is rejected, all fees minus administration and processing charges of AUD300.00 will be refunded. If the commencement is deferred again, a deferment fee of AUD250 will be charged for every subsequent deferment (to be paid along with request for deferment).
9. If student defers before or after the start of the course or temporarily suspends studies after the start of the study period, the tuition fee will not be carried forward, unless the student is deferring/temporarily suspending studies for exceptional reasons or compassionate / compelling circumstances. Any refund will be based purely on the discretion of the Institute's CEO/Director. If the Students' visa application is rejected all fees minus administration and processing charges of AUD300.00 will be refunded.
10. In cases of the Institute's default, full refund of unused portion of Tuition Fee is applicable. IHNA will be considered in default in relation to an overseas student or prospective overseas student, if either of the following occurs:
 - IHNA fails to start to provide the course to the student on the agreed starting day;
 - The course ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn before the default day.
 - In case of onshore transfer of provider, it is the student's responsibility to obtain Department of Immigration and Boarder Protection (DIBP) approval and visa extension:
 - If visa extension is rejected after course commencement date, there is no refund of fees by IHNA
 - If visa extension granted after course commencement date, full refund of unused portion of tuition fees will be provided by IHNA.

Entry Requirements

IHNA outlines strict entry requirements and guidelines for all its programs. All such details including English language requirements are listed in the IHNA brochure or website under the section entitled 'course entry requirement'. To apply for IHNA programs you must comply with these entry requirements at the time of application and enrolment.

Disclaimer

IHNA undertakes many recreational as well as activities of academic value to its students. You permit IHNA to take pictures/videos of such activities and use them for IHNA's promotional purposes. These pictures and videos or any such material created involving you remains the property of IHNA and IHNA does not owe any monetary benefits for any promotional material that has been created.

Please tick here if you do not consent to use your image.

Rights and Responsibilities

By attending IHNA, you acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Your information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code. This agreement and the availability of the complaints and appeals processes does not remove your right to take action under Australia's Consumer Protection Laws.

In Signing the IHNA Application Form You Understand and Agree to the Following

- a. You have read and accept IHNA's Terms and Conditions of Enrolment, Course Handbook and International Student Handbook.
- b. You have read the Student Support Service Policy and Procedure, Fee Payment Policy and Fee Refund Policy and Procedure for International Student. To view all our Policies and procedures; please visit: www.ihna.edu.au/policydocuments/international
- c. You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- d. You will abide by the rules and regulations of IHNA.
- e. The information provided within all application documentation and the accompanying documentation is true and correct.
- f. IHNA is obliged by law to keep confidential student records on file for administrative purposes only.
- g. A copy of IHNA's Privacy Policy can be viewed on the Institute's website: www.ihna.edu.au
- h. IHNA has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- i. If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you. However, this does not negate your responsibility to abide by IHNA's terms and conditions as such it remains your responsibility to read and understand the Terms and Conditions of enrolment and sign the application form.
- j. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National Code 2018. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

<input type="checkbox"/> I agree with the terms and conditions stated above	
Applicant's Signature (same as your passport)	Name
	Date
12. Application Checklist	
<ul style="list-style-type: none"> <input type="checkbox"/> Completed all sections of the application form <input type="checkbox"/> Read and understood the terms & conditions <input type="checkbox"/> Read and understood the International Student Handbook <input type="checkbox"/> Signed the application form <input type="checkbox"/> Attached certified copies of your academic qualifications <input type="checkbox"/> Attached evidence of English language proficiency <input type="checkbox"/> Attached copies of valid passport <input type="checkbox"/> Attached copies of current visa (if available) <input type="checkbox"/> Attached University application form (if applying for pathway studies) 	