

OVERSEAS STUDENT APPLICATION FORM

Please fill in all sections of the Application Form and sign to complete the application. Please refer to the Course Information and the International Student Handbook on the website www.ahic.edu.au. This Form can be printed and filled in as a hard copy. You must supply additional information – see the checklist.

A. COURSE AND DATE OF COMMENCEMENT

Intake	2017	<input type="checkbox"/> 06 Feb	<input type="checkbox"/> 13 Mar	<input type="checkbox"/> 24 Apr	<input type="checkbox"/> 29 May	<input type="checkbox"/> 17 Jul	<input type="checkbox"/> 21 Aug	<input type="checkbox"/> 02 Oct	<input type="checkbox"/> 06 Nov
	2018	<input type="checkbox"/> 22 Jan	<input type="checkbox"/> 26 Feb	<input type="checkbox"/> 23 Apr	<input type="checkbox"/> 28 May	<input type="checkbox"/> 16 Jul	<input type="checkbox"/> 20 Aug	<input type="checkbox"/> 15 Oct	<input type="checkbox"/> 19 Nov
	2019	<input type="checkbox"/> 21 Jan	<input type="checkbox"/> 25 Feb	<input type="checkbox"/> 22 Apr	<input type="checkbox"/> 27 May	<input type="checkbox"/> 15 Jul	<input type="checkbox"/> 19 Aug	<input type="checkbox"/> 14 Oct	<input type="checkbox"/> 18 Nov
	2020	<input type="checkbox"/> 20 Jan	<input type="checkbox"/> 24 Feb	<input type="checkbox"/> 20 Apr	<input type="checkbox"/> 25 May	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 12 Oct	<input type="checkbox"/> 16 Nov

Course Description (Please tick)

Business Courses		Accounting Courses	
<input type="checkbox"/>	BSB40215 Certificate IV in Business (26 Weeks) CRICOS Course Code 089344G	<input type="checkbox"/>	FNS40615 Certificate IV in Accounting (40 Weeks) CRICOS Course Code 089347D
<input type="checkbox"/>	BSB50215 Diploma of Business (52 Weeks) CRICOS Course Code 089345F	<input type="checkbox"/>	FNS50215 Diploma of Accounting (52 Weeks) CRICOS Course Code 089348C
<input type="checkbox"/>	BSB60215 Advanced Diploma of Business (52 Weeks) CRICOS Course Code 093672A	<input type="checkbox"/>	FNS60215 Advanced Diploma of Accounting (64 Weeks) CRICOS Course Code 093673M
Health and Science Courses		English Courses	
<input type="checkbox"/>	CHC33015 Certificate III in Individual Support (52 Weeks) CRICOS Course Code 093675J	<input type="checkbox"/>	10364NAT Certificate III in Spoken and Written English (26 Weeks) CRICOS Course Code 095123C
<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support (78 Weeks) CRICOS Course Code 093674K	<input type="checkbox"/>	10365NAT Certificate IV in Spoken and Written English – Further Studies (26 Weeks) CRICOS Course Code 095124B
<input type="checkbox"/>	HLT54115 Diploma of Nursing* (104 Weeks) CRICOS Course Code 095125A		

B. PERSONAL DETAILS

1	Title & Family Name		
2	First Name	Middle Name(s)	
3	Date of Birth	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
4	Place of Birth	Province/City	Country
5	Passport	Nationality	Number
		Issued Date:	Expired Date: Place of Issue:
5.1	Unique Student Identifier (USI number):		
6	Visa – Are you in Australia now? <input type="checkbox"/> No <input type="checkbox"/> Yes – Visa Category		Visa Expired Date:
	At which office are you going to apply for your visa: _____		

C. ADDRESSES

	Address in Australia	Address in Home Country
7	Number & Street	
8	City/Town	
9	Province/State	Postcode:
10	Country	Australia
11	Telephone	
12	Email	

D. EMERGENCY CONTACT

13	Name	Relationship
14	Address	
15	Telephone	Mobile Email

E. EDUCATIONAL QUALIFICATIONS

Please list the highest educational qualifications from secondary school and above. Certified copy of academic records and transcripts of subjects must be attached. Official English translations are required for documents in other languages.

	Qualification/ Award	Educational Institution	Month & Year	
			Started	Completed

16				
17				

F. CURRENT ENGLISH LEVEL

18	Is English your First language? <input type="checkbox"/> Yes <input type="checkbox"/> No
19	Please provide evidence of your English language proficiency.
	Test taken: <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> CAE <input type="checkbox"/> other (please specify)
	Score achieved Year taken:
	Listening: Reading: Writing: Speaking: Total Score:

G. RECOGNITION OF PRIOR LEARNING

20	Based on past education qualifications, are you going to apply for Recognition of Prior Learning (RPL) or Based on past Australian VET qualifications, are you going to apply for Credit (CT) (Advanced standing)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please refer to <i>CT and RPL</i> in the International Student Handbook on our website.
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H. COURSE AND OTHER FEES – Please refer to “Course Fee” information

21	Application Fee	AU\$ 200.00	These fees should be paid before the issuance of the Confirmation of Enrolment (CoE).
22	Tuition Fee	AU\$	
23	Overseas Student Health Cover	AU\$	
24	Airport Pickup Fee (Optional)	AU\$	

I. ADDITIONAL SERVICES

25	Do you require airport pickup? No <input type="checkbox"/> Yes <input type="checkbox"/> <i>if yes, please fill a separate form</i>
26	Do you require assistance with accommodation? No <input type="checkbox"/> Yes <input type="checkbox"/> Length of stay (week)
27	Accommodation start date (DD/MM/YY)
28	Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes _____

J. DECLARATION

PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT
The personal information you provide for this application will be protected in accordance with the College Privacy Policy and Privacy legislation. The information provided will only be used by the College for assessing your application for a place in the training course for which you have applied. If unsuccessful, the information will be retained in the records of the College only for the College’s use for a period of 12 months and will not be disclosed except with your permission. You have a right to access and correct any personal information concerning you held by the College in the student and financial databases. As required by law and our registration standards, personal information may be shared between AHIC and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. By signing this application, it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. For full details please see International Student Handbook.

I hereby declare that the information supplied by me is true and correct. I have read, understand and agree to the Terms and Conditions (including Cancellation, Refund and Complaints policies). I agree to pay all fees owing and by the due dates. I understand that on acceptance of enrolment by the College a Letter of Offer will be provided and when you accept this form the contract of enrolment with the College will be issued.	Signed (applicant)
	Date

CHECK LIST

Have you:	<input type="checkbox"/> Completed all sections of this application form? <input type="checkbox"/> Attached/enclosed certified copies of your passport and visa? <input type="checkbox"/> Attached/enclosed certified copies of your qualifications? <input type="checkbox"/> Attached/enclosed certified copies of English language proficiency? <input type="checkbox"/> Attached/enclosed any other certified documents requested in this application form? <input type="checkbox"/> Read and ticked/signed the declaration?
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Please send the completed Application Form, required documents and payment to:

Australian Harbour International College L 4,114 -120 Castlereagh St, Sydney 2000 NSW Tel: + 61 2 9268 0085 E: admissions@ahic.edu.au W: www.ahic.edu.au	Agent’s details: (OR Agent’s Stamp) Company Name: Contact person: Address: Tel. Email
Bank Details Australian Harvard International College Commonwealth Bank of Australia BSB: 062 005 Account No: 1116 1515	

TERMS AND CONDITIONS OF ENROLMENT

1. Your Contract with the College

I hereby apply to enrol in the course commencing as indicated on the Overseas Student Application Form ("the Application") and agree that I will pay to Australian Harbour International College (AHIC) all tuition fees and other charges due for my course. I agree that on acceptance of the Application by AHIC when I met the admissions requirements, the application will be confirmed by the Letter of Offer that becomes the Contract of Enrolment ("the Contract") and further, I agree to abide by the following terms and conditions of enrolment. Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorised officer of the College.

2. Your Name must be Correct

We must have the correct name. Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

3. Contact Details

Your current home address (not agent's address) must be provided along with phone number and email address (if any).

4. Certified Copies of Original Documents

Attach certified or attested copies of all your official documents such as mark sheets, academic records, certificates or/and degrees etc. Following persons are eligible to certify copies:

- An authorised officer from the institution that originally issued the documents (such as Registrar or Principal);
- An Australian overseas diplomatic mission or any Australian Education Centre;
- A licensed translator recognised by law in your country; or
- An authorised AHIC representative.

Certified translations must accompany the documents if the originals are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

5. English Proficiency Level (EPL)

All students must provide information for AHIC or its authorised agent to verify their English Proficiency Level (EPL). Evidence of a recognised test result and/or recent completed formal study in English will be provided. I understand that AHIC may require me to undertake testing to confirm English levels.

6. Credit Transfer and Recognition of Prior Learning

Advance standing by Credit Transfer (CT) or Recognition of Prior Learning (RPL) is a process in which students may apply for exemptions. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the training courses have been demonstrated.

Where CT or RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the eCoE is issued.

If CT or RPL is granted after your visa has been issued, then the College will report the change to the DIBP. A full time study load (20 hours per week) must be maintained. CT or RPL cannot exceed 50% of the course content.

7. Our commitment to provision of quality courses

- provide a letter of offer details course, fees, payment plan and conditions;
- generate a CoE that is used to apply for student visa;
- stay in touch and confirm commencement of course;
- on arrival, provide orientation to the College and about Sydney
- provide student services support;
- provide facilities and equipment and staff;
- provide the course and the course materials and assessments;
- provide additional education and learner support;
- mark, provide feedback and results on the submitted assessment tasks;
- make sure there is flexibility and fairness in assessments;
- follow procedures for grievances and complaints;
- issue results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements (if applicable) and full payment of fees.

8. Payment of Tuition Fees

The fees as set out in the letter of offer are payable on acceptance of offer. If the student does not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. The College reserves the right to review its fees without notice. Students should check the fee details prior to payment.

9. Administrative Fees (GST is added to these fees, if applicable)

Application Fee (Enrolment Fee)	\$200
Overdue tuition fee – 7 days	\$200
Overdue tuition fee – 14 days	\$400
Re-enrolment fee	\$500
Change of COE details	\$100
Cancellation and course variation fee	\$150

Transfers processing fee	\$250
Refund processing fee	\$250
Course Material Fees	\$50 Per Term
RPL fee per unit	\$150
Credit transfer fee per unit	\$50
Assessment re-sit	\$150
Interim academic transcript	\$20
Reference letter	\$10
Re-issue of record results	\$100
Replacement qualification testamur	\$100

10. Cancellations and Refunds

In signing this application, you are automatically bound by the conditions of the AHIC and/or the AHIC cancellations and refund policy.

The following are the summary extracted from college tuition fee refund policies. The full detail of refund policy can be found at college website. AHIC's refund policy applies to both commencing and re-enrolling students. It is set out in the Handbook and below. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request. Your initial application fee to AHIC is not refundable. Refunds apply only to tuition fees and will only be paid to the applicant through an Australian Dollar draft. All refunds incur a \$250.00 administration fee.

Total Refund of Tuition Fee

In the unlikely event that the College is unable to provide the course for which an offer has been made. An alternate offer of a place will be offered at no extra cost to the students as well as the refund option.	A total refund will be granted under these circumstances
An offer of a place is withdrawn by AHIC (The exception is when the offer was made on the basis of intentional incorrect information).	
The applicant is unable to obtain a visa from an Australian Diplomatic Office.	

Applications for a total refund on the above grounds must be lodged at least 2 weeks prior to the commencement of the term for which the offer is made. The student must provide a certified copy of the official letter of visa application rejection by the Department of Immigration and Border Protection (DIBP) along with their application, in order for the refund application to be approved.

Partial Refund of Tuition Fee

The amount of partial refund is determined as follows. Administrative fees and applicable deductions are applied:

Request is more than 10 weeks before the commencement of the term/ next term	Full refund.
Request is less than 10 weeks but more than 6 weeks before the commencement of the term	refund is 70% of tuition fees for that semester (6 months tuition fee) or 70% of tuition fee paid by student if the tuition fees paid is less than 6 months duration.
Request is less than 6 weeks but more than 2 weeks before the commencement of the term	refund is 50% of tuition fees for that semester (6 months tuition fee) or 70% of tuition fee paid by student if the tuition fees paid is less than 6 months duration.
Request is less than 2 weeks before the commencement of the term	refund is 30% of tuition fees for that semester (6 months tuition fee) or 70% of tuition fee paid by student if the tuition fees paid is less than 6 months duration.
If a student withdraws from the course on or after the course commencement date.	the student will not be eligible for a refund for the fees for that semester (6 months tuition fee).
Withdrawal from a course on illness and compassionate grounds	refund will be decided on a case by case basis.
If a student holds a valid student visa at the time of enrolment with AHIC, but after commencing their course, their current visa expires and a subsequent visa application is applied for and rejected.	Fees paid for that term (9 weeks is non refundable). Refund for any tuition fees paid for subsequent term to AHIC will be calculated on a pro-rata basis (calculated on a weekly basis as per the AHIC term calendar) minus any applicable deductions*.

Student transfers to a second course within AHIC without completing the first course or withdraws from the course after commencement.	Total Fees for Certificate III in Individual Support is \$15,000.00 and Certificate IV in Ageing Support is \$22,500.00. Fees less than this offered to students is in the form of scholarship which will be taken in the last semester. If the student request a refund any fees refunded with be based on the students full fees and not the scholarship fees. The tuition fee paid for the current six-month period of the 1 st course will be credited on a pro-rata basis towards the tuition fee of the 2 nd course. All other tuition fees paid toward the 1 st course will be credited in full towards the tuition fee of the 2 nd course. If the credited amount is greater than the total cost of the second amount, the difference will be refunded within 28 days of commencement of the second course.
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If the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.

No refund

False or misleading information in application forms or during study	automatically disqualifies you from any refunds
Student is terminated due to serious breach of the College rules or a breach of visa conditions including non-attendance or unsatisfactory progress	No refund
Student defers enrolment and commencement date	Tuition fees will be held by the College until course commencement date.
Student is seeking a refund for enrolment in the principle (main) course of study, as applied for on their current Student Visa	No refund for any tuition fees paid for the first six (6) months of the principle course. Any additional tuition fees, paid beyond the first six (6) months, that are deemed refundable, will be payable back to the student minus any applicable deductions*. Total Fees for Certificate III in Individual Support is \$15,000.00 and Certificate IV in Ageing Support is \$22,500.00. Fees less than this offered to students is in the form of scholarship which will be taken in the last semester. If the student request a refund any fees refunded with be based on the students' full fees and not the scholarship fees.
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses.

How to claim a refund

To claim any refund, you must complete a *Refund Application Form* and return together with your receipt of course fees and certified copies of any supporting documents (such as Visa rejection letter, etc.) to the College. The refund will be paid in Australian dollars and you will be provided with a letter explaining how the refund was calculated. It will be posted to your address in your home country within 14 days from the receipt of the *Refund Application form*.

The above refund policy does not remove your right to take action under Australia's consumer protection laws. Also, the College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

11. Accommodation Charges

The cost of accommodation is NOT included in the tuition fee. AHIC can arrange arrival accommodation for an additional charge. Long-term accommodation is the student's responsibility.

12. Acceptable Behaviour, Attendance and Academic Progress

Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the

requirements of the College course selected and to abide by the rules and regulations of the College, including those for attendance and course progress. You agree that if you breach any of the College's rules or behaviour is deemed unacceptable by the College, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract.

13. Assessment Procedure

Assessments are part of every subject and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the academic requirements of every subject.

14. LL&N Support

AHIC is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For COLLEGE to best accommodate students, we ask that every student select one of the following:

- I appreciate that COLLEGE is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. *If you have selected this option your enrolment will progress in line with COLLEGE's selection procedures.
- I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for COLLEGE's determination*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. COLLEGE staff will be in contact with you to arrange this assessment.

15. Cost of Living in Australia (AU\$)

The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees):
Accommodation/Electricity/Phone/Food \$19,830, Spouse \$6940, Children \$2970
Overseas Student Health Cover single cover \$492 Total \$30,232

16. Student's Right

Your rights and obligations and the Colleges obligations and rules are set out in the International Student handbook and the website. You will be provided student services support and welfare support and counselling. There is a complaints process if you have a grievance. If the student is dissatisfied with the decisions of the College after following the complaints and appeals procedures, you may seek independent external arbitration via the NSW ombudsman (see www.oso.gov.au). The terms and conditions of enrolment as stated above do not remove the right of the student to take action under Australia's consumer protection laws. Also, College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

17. Access to Student's Details

Information provided by the student may be made available to Commonwealth and State agencies, the TPS and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

18. Children's Education

Any school aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

19. Unique Student Identifier (USI)

From 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. You must provide your USI to the Institute's Marketing, Admissions Officer or Student Services by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

20. Declaration and Signature

- a. This application must be signed and dated.
- b. The application should be sent from the email address list or from an AHIC recognised agent's email.
- c. * I understand that HLT54115 Diploma of Nursing (CRICOS Course Code 095125A) which I intend to enrol is subject to ANMAC accreditation and endorsed by NMBA.

Student Name	Signed
Date	

Australian Harbour International College reserves the authority to change above terms and conditions without prior notice.