

STUDENT DETAILS

Applying for visa in Australia
 Applying for visa outside Australia

Title Mr Ms Other
Family Name
Given Name
Gender Male Female
Date of birth Day Month Year
Place and country of birth City Country
Nationality
USI number

ADDRESS IN AUSTRALIA

Flat/Unit No Street No
Street Name
Suburb State Postcode
Mobile Email
Postal Address (leave blank if same as Residential Address)
Flat/Unit No Street No
Street Name
Suburb State Postcode

EMERGENCY CONTACT

Name Relationship
Mobile Email

INTERNATIONAL STUDENTS

Passport Number
Passport Expiry Date Day Month Year

VISA HISTORY

Have you ever applied for Australian visa(s)? Yes No

If Yes, please specify:

VISA 1	VISA 2
Type of visa	Type of visa
Visa period	Visa period
VISA 3	VISA 4
Type of visa	Type of visa
Visa period	Visa period

Have you ever been refused an Australian visa? Yes No

REQUESTED COURSE AND DURATION

ENGLISH COURSES

English courses Starting Date Day Month Year

General English CRICOS 070205G
Elementary - Advanced From 2 to 50 weeks
How many weeks do you wish to study?
 Morning Evening

IELTS Preparation CRICOS 070206F
Upper-Intermediate - Advanced From 4 to 16 weeks
How many weeks do you wish to study?
 Morning Evening

English for Academic Purposes EAP CRICOS 070208D
Upper-Intermediate - Advanced From 4 to 12 weeks
How many weeks do you wish to study?
 Morning Evening

BUSINESS COURSES

Business courses Starting Date. Please choose your Intake

<input type="checkbox"/> Intake 1	5 th January	<input type="checkbox"/> Intake 2	9 th February
<input type="checkbox"/> Intake 3	6 th April	<input type="checkbox"/> Intake 4	11 th May
<input type="checkbox"/> Intake 5	6 th July	<input type="checkbox"/> Intake 6	10 th August
<input type="checkbox"/> Intake 7	5 th October	<input type="checkbox"/> Intake 8	9 th November

BSB40215 Certificate IV in Business
CRICOS 086879M 39 weeks (Including 9 weeks holidays)

BSB51915 Diploma of Leadership & Management
CRICOS 088798G 65 weeks (Including 15 weeks holidays)

BSB61015 Adv. Diploma of Leadership & Management
CRICOS 088799F 65 weeks (Including 15 weeks holidays)

BSB61315 Advanced Diploma of Marketing & Communications
CRICOS 095312J 65 weeks (Including 15 weeks holidays)

INFORMATION TECHNOLOGY COURSES

IT courses Starting Date. Please choose your Intake

<input type="checkbox"/> Intake 1	5 th January	<input type="checkbox"/> Intake 2	2 nd February
<input type="checkbox"/> Intake 3	2 nd March	<input type="checkbox"/> Intake 4	13 th April
<input type="checkbox"/> Intake 5	11 th May	<input type="checkbox"/> Intake 6	8 th June
<input type="checkbox"/> Intake 7	27 th July	<input type="checkbox"/> Intake 8	24 th August
<input type="checkbox"/> Intake 9	12 th October	<input type="checkbox"/> Intake 10	9 th November

ICT50115 Diploma of Information Technology
CRICOS 086599G 52 weeks (Including 12 weeks holidays)

Entry requirements for international students will be applied to study in all VET qualifications

- A minimum of an IELTS band score of 5.5 (or equivalent) is required for entry into Certificate II and higher qualifications.
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.
- Applicants who will undertake LLN testing must achieve at minimum:
 - Adv. Dip (Learning 3; Reading 4; Writing 4; Oral Communication 3; Numeracy 3)
 - Diploma (Learning 2; Reading 3; Writing 3; Oral Communication 3; Numeracy 2)
 - Cert IV (Learning 2; Reading 3; Writing 3; Oral Communication 2; Numeracy 2)

EDUCATION HISTORY

What is your highest COMPLETED education level? (Tick ONE box only)

<input type="checkbox"/> Year 8 or equivalent	<input type="checkbox"/> Year	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year		
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Year	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Year
<input type="checkbox"/> Certificate III	<input type="checkbox"/> Year	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Year
<input type="checkbox"/> Diploma/ Associate Diploma	<input type="checkbox"/> Year	<input type="checkbox"/> Advanced Diploma/ Associate Degree	<input type="checkbox"/> Year
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Year	<input type="checkbox"/> Postgraduate Degree	<input type="checkbox"/> Year

Are you applying for advanced standing/credit? Yes No

Special Conditions

Do you wish to apply for Recognition of prior learning (RPL)?

Yes (Please complete RPL form) No

(Depending on your previous student and work experience, we are able to give you credit or exemptions from certain course units)

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	
<input type="checkbox"/> Other reasons	

LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

Language No, English only

How well do you speak English?

Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

EMPLOYMENT

Of the following categories, which best describes your current employment status?

- Full time employee
- Part time employee
- Self employed - not employing other
- Employer
- Employer - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment

OVERSEAS STUDENT HEALTH COVER (OSHC)

Visa length cover is compulsory for student visa.

Do you have OSHC at the moment? Yes No

If Yes, When does it expire? Day Month Year

Membership no Insurer

Would you like CCI to arrange OSHC for you? Yes No

If Yes, What is the OSHC start date? Day Month Year

What type of cover do you require? Single Family**

** Family includes the student, the spouse of the student and an dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence.

ACCOMMODATION & AIRPORT PICK UP

Airport Pick Up (AUD\$200) Yes No

Accommodation Placement Yes* No

*Although CCI does not arrange accommodation placement directly, we have an array of partners we can refer you to upon request to info@cci.nsw.edu.au

LEARNER'S NEEDS

The Academy endeavors to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration please tick the appropriate box below:

English language	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Literacy and numeracy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical ability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intellectual ability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cultural or ethnic background	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computing skills (create, save and edit Microsoft Office Documents)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computing skills (access and search the internet)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computing skills (download, upload and save documents from websites)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computing skills (to participate in online discussion)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DISABILITY

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

- No disability
- Physical
- Hearing/Deaf
- Learning
- Mental illness
- Vision
- Medical condition
- Multiple disabilities
- Other Please specify

TERMS & CONDITIONS FOR ENROLMENT

Course progress

Cambridge College International is required to monitor and record student academic progress throughout their period of enrolment. When a student does not meet the course requirements for two consecutive terms they may be reported to DHA via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

Attendance

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be 20 contact hours per week, taken as an average for each term while the course is in session.

Cancellation and Refund Policy

Under Standard 7 of the National Code 2018, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six months of the principal course of study. In the unlikely event that the College is unable to deliver an enrolled course in full, students will be offered a refund of all the course moneys paid to date for this course. The refund will be paid within two weeks (10 business days) of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course offered by the College at no additional cost. Students have the right to choose whether they would prefer a full refund of course fees, or to accept a place in another course. If students choose placement in another course, the College will ask them to sign a document to indicate that they accept the placement. If the College is unable to provide a refund or place students in an alternative course the Tuition Protection Scheme (TPS) will attempt to place students in a suitable alternative course or, if this is not possible, they will be eligible for a refund as calculated by the TPS Director. Further information is to be obtained as required from the official TPS website www.tps.gov.au or phone number on 02 6271 3440.

- ✓ The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
- ✓ A \$350 fee is payable for administering course cancellation after course commencement
- ✓ Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund, except in visa rejection cases.
- ✓ An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course
- ✓ Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australian Government Student Default: No refund will be made if a student:
 - has given false or misleading information
 - fails to comply with the conditions of enrolment at the College.
 - is in breach of their visa requirements as imposed by the Australian Government.
 - withdraws after the commencement date of the course.
 - visa application was rejected by DHA based on their finding that he/she has supplied fraudulent /misleading documents or information along with their student visa application
- ✓ Tuition fee refund: If you give written notice of your intention to withdraw from a course
 - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
 - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
 - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.

Refund procedures: You must complete the Refund Application Form.

Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.

- ✓ Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
- ✓ **Commencement of the course is defined as the course start date recorded in the first Application form submitted by the student or agent and not subsequent changes to the starting date.**
- ✓ All refunds will attract an administration charge of \$150.00, except for visa refusal.
- ✓ Course and other Fees are not transferable to another student or institution but may be transferred to another course within the College at the discretion of the College.
- ✓ Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
- ✓ Bank charges are deducted for refunds made by bank draft or electronic transfer.
- ✓ Fees for services paid to education agents by students are not covered by this refund policy.
- ✓ This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an education agent to be remitted to the College.
- ✓ All refund considerations will be strictly limited to the monies paid, which the College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to the College).
- ✓ Students are encouraged to view the College student handbook as part of their enrolment. Please refer to our website www.cambridgecollegeinternational.nsw.edu.au, section Student Zone/Student Handbook.
- ✓ This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

http://consumerlaw.gov.au/files/2015/06/ACL_framework_overview.pdf

Expulsion

The Cambridge College International reserves the right to expel any student for serious breach of discipline and visa obligations as well as failure to pay tuition fees on time. Any advanced fees will not be refunded.

Grievance Resolution

The Cambridge College International has procedures and resolution processes in place for the prompt and fair hearing and resolving student grievances. These procedures do not remove the right for the student to pursue outside legal remedies.

Credit Transfer & RPL

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course – with appropriate evidence – may apply for a Credit Transfer before starting. Overseas students should apply for Credit Transfer or RPL before his/her visa is granted.

Arrival and orientation

If you have enrolled in any course, it is advisable to arrive at least one week prior to the course commencement. Overseas students must attend the scheduled orientation day before registering as a student.

Course start dates

Starting dates for the business qualifications are generally quarterly, every term. There are also specific entry points during the term where candidates can start. Contact the Cambridge College International to arrange study entry other than the term commencement.

Administration Costs

Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires a creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.

DECLARATION

To be completed by all students.

I understand that any misleading information that I have provided on this form and to the Cambridge College International could result in the termination of this application and future enrolment and agreements with the Cambridge College International.

Furthermore, I permit CCI to apply for an USI on my behalf if I do not have one.

Signature of Applicant

Day

Month

Year

Please send this **Application Form** together with **passport copy, evidence of English level and highest level of education completed** (if applying for a VET course).

CAMBRIDGE COLLEGE INTERNATIONAL
 • Levels 5 - 10, 140 Elizabeth Street
 Sydney NSW 2000
 @ www.cci.nsw.edu.au 🌐 admin@cci.nsw.edu.au

For Direct Deposit of Tuition Fee

Name of Bank. **Commonwealth Bank of Australia**
 Account Name. **Waterfall Investments PTY LTD**
 Bank, State & Branch Number (BSB). **062 010**
 Account Number. **1113 3547**
 Bank Address. **Chinatown Branch, 431-439 Sussex St, Sydney 2000**
 Swift Code. **CTBAU2S**

How did you hear about Cambridge College International?

- | | |
|---|--|
| <input type="checkbox"/> Education Agent | <input type="checkbox"/> Friend / Relative |
| <input type="checkbox"/> Press & Print Media | <input type="checkbox"/> Web surfing |
| <input type="checkbox"/> Exhibition / seminar | <input type="checkbox"/> Other |