STUDENT APPLICATION FORM (INTERNATIONAL)
(Applicant shall be 18 years of age as of course commencement date)

Prior to completing and submitting this enrolment form, you must read the webpage
http://www.rhodescollege.vic.edu.au/How_to_Apply.html and the relevant web links to the course(s) you wish to apply for.
These explain our responsibilities to you as a learner and your responsibilities to successfully complete the course.

Student Declaration: ☐ I declare that I have read and understood the information contained in the webpage
http://www.rhodescollege.vic.edu.au/How_to_Apply.html and the relevant web links to the course(s) I wish to apply for,
including the course entry requirements.

PERSONAL DETAILS
VSN (Victorian Student Number) USI (Unique Student Identifier)

Title ☐ Mr ☐ Ms ☐ Miss ☐ Other Gender (Sex) ☐ Male ☐ Female Date of Birth DD / MM / YYYY

Legal First Name Legal Last Name

Country of Birth City of Birth

CONTACT DETAILS
Building/Property Name Flat/Unit Number

Street/Lot Number Street Name

Suburb/Locality/Town State; Postcode ;

Personal Mobile Work Phone

Personal E-mail Work E-mail

POSTAL ADDRESS (If different from Residential Address)
Building/Property Name Flat/Unit Number

Street/Lot Number Street Name

Suburb/Locality/Town State; Postcode ;

IN CASE OF EMERGENCY
Name Name

Mobile Mobile

NATIONALITY / CITIZENSHIP DETAILS
Nationality (as indicated on passport): ☐ Friend ☐ Education Agent

Country of Birth: ☐ Advertisement ☐ Website

Passport Number: ☐ Other (please specify): ______________________

Expiry Date of Passport:

TICK THE COURSE/S YOU WISH TO STUDY
Application Fee of $200 applies to all courses (Application Fee is non-refundable).

☐ Certificate III in Work Health and Safety (BSB30715) (26 weeks) ☐ Certificate IV in Work Health and Safety (BSB41415) (30 weeks)

☐ Diploma of Work Health and Safety (BSB51315) (30 weeks)

☐ Certificate IV in Leadership & Management (BSB42015) (52 weeks) ☐ Diploma of Leadership & Management (BSB51915) (52 weeks)

☐ Certificate IV in Human Resources (BSB41015) (52 weeks) ☐ Diploma of Human Resources Management (BSB50615) (52 weeks)

☐ Certificate IV in Business (BSB40215) (30 weeks) ☐ Diploma of Business (BSB50215) (50 weeks)

☐ Advanced Diploma of Business (BSB60215) (36 weeks) ☐ 1st Course preferred Start Date DD / MM / YYYY

Student Application Form (International) Version: 9.4 Issue Date: 09 May 2017 Review Date: 01 July 2018
Developed By: Admissions Officer Authorized By: CEO Page 1 of 4
RPL / Credit Transfer
Do you want to apply for any RPL or Credit Transfer?  ☐ No  ☐ Yes (If Yes, Student to complete the RPL / Credit Transfer Form through Mutual Recognition)

LANGUAGE AND CULTURAL DIVERSITY
Do you speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often)
☐ No  ☐ Yes (please specify):

How well do you SPEAK English?  ☐ Very Well  ☐ Well  ☐ Not Well  ☐ Not at All

ENGLISH LANGUAGE PROFICIENCY
☐ English is my first language  ☐ IELTS (Score) ________ (attach evidence)
☐ Other English test result (Score) ________ (attach evidence)
☐ Planning to study English in Australia at a NEAS Accredited Provider (name)
☐ Completed studies in Australia equivalent to an Australian Year 11 qualification or above, for Cert III/IV Courses (attach evidence)
☐ Completed studies in Australia equivalent to an Australian Year 12 qualification or above, for Diploma and Advanced Diploma courses (attach evidence)
☐ Completed studies in an English language speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)

OVERSEAS STUDENT HEALTH COVER (OSHC)  AIRPORT PICKUP & ACCOMMODATION SERVICES
It is compulsory for student visa holders to have and maintain Overseas Student Health Cover.
Do you want Rhodes College to organise OSHC for you?  ☐ Yes  ☐ No

Please specify type of coverage:  ☐ Single  ☐ Family
Please specify length of coverage (Tick ONE box only):
☐ Duration of course/s  ☐ 1 year

Do you need airport pickup?  ☐ Yes  ☐ No

Do you need accommodation assistance?  ☐ Yes  ☐ No  (If “Yes”, please indicate your requirements separately to Rhodes College via e-mail).

DISABILITY
Do you consider yourself to have a disability, impairment or long-term condition?  ☐ No  ☐ Yes
(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail).
☐ Hearing/Deaf  ☐ Physical  ☐ Intellectual  ☐ Learning  ☐ Mental Illness
☐ Acquired Brain Impairment  ☐ Vision  ☐ Medical Condition  ☐ Other: _____________________________

EMPLOYMENT STATUS
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
☐ Full-time Employee  ☐ Part-time Employee  ☐ Self Employed - Not Employing Others
☐ Employer  ☐ Employed - Unpaid Worker in a Family Business  ☐ Unemployed - Seeking Full-time Work
☐ Unemployed - Seeking Part-time Work  ☐ Not Employed - Not Seeking

SCHOOLING
Are you still attending secondary school?  ☐ No  ☐ Yes
What is your Highest COMPLETED school level? (Tick ONE box only)
☐ Completed Year 12  ☐ Completed Year 11  ☐ Completed Year 10  ☐ Completed Year 9 or Equivalent
☐ Completed Year 8 or Lower  ☐ Did Not Go to High School
In which YEAR did you complete the above school level? ____________________  State: __________________
Name of school: ____________________________________________________________  Country: ___________ 

PREVIOUS QUALIFICATION(S) ACHIEVED
Have you successfully completed any of the following Qualifications?  ☐ No  ☐ Yes (Tick any applicable boxes)
☐ Bachelor Degree or Higher Degree  ☐ Associate Degree  ☐ Advanced Diploma  ☐ Certificate, Technician  ☐ Certificate I
☐ Certificate II  ☐ Certificate III or Trade Certificate  ☐ Certificate IV or Advanced  ☐ Diploma or Associate Diploma
☐ Certificates Other Than the Above
STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

☐ To get a job  ☐ To develop my existing business  ☐ To start my own business

☐ To get a better job or promotion  ☐ It was a requirement of my job  ☐ I wanted extra skills for my job

☐ To get into another course of study  ☐ For personal interest or self development  ☐ To try for a different career

☐ Other Reasons (please specify): __________________________________________________________

PAYMENT OPTIONS

Initial Tuition Fee Deposit: 1st Semester Fee or as specified in the Offer Letter.
Balance Amount Payment Plan ☐ Every 3 months ☐ Monthly

(First payment of balance tuition fees will be scheduled depending on the Initial Tuition Fee deposited).

Payment default: I understand that if in case of a payment default, Rhodes College reserves the right to utilise the services of Debt Recovery Agency for recovery of monies due to Rhodes College, in which case the personal contact details of the applicant may be shared with Debt Recovery Agency for such purpose.

Applicant’s Signature ____________________________________________________________

REFUND POLICY (INTERNATIONAL STUDENTS)

1. Refund due to Student Default
   1.1 Visa Refusal:
   a. If Students was refused a student visa and the refusal was a reason for the student’s failure to start the course on the agreed starting day for the course, or withdrawing from the course on or before the agreed starting date, course fee (tuition fee and the non-tuition fee) minus the lesser of the following will be refunded
      a. 5% of the amount of course fees received by the provider in respect of the student before the default date
      b. AU $500.00
      c. If a student was refused a student visa after the student commenced the course and that refusal has resulted in either the student withdrawing from the course or the student failing to pay an amount that he / she is liable to pay the College to undertake the course, tuition fee for the weeks in default period (unspent tuition fees) will be refunded. Non tuition fee paid will not be refunded
   
   Refund amount = weekly tuition fee x weeks in default period

   1.2 Prior to Commencement (Other than visa refusal)
   a. If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, total course fee (tuition fee plus non-tuition fee) less AU $500.00 is refundable
   b. If written notice of withdrawal is received from a student less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees plus 100% of the non-tuition fee is refundable
   c. If written notice of withdrawal is received from students less than 28 days prior to commencement of course date or failed to commence the course on an agreed commencement date, no refund will be issued
   d. If students defer course commencement date and then apply for a refund, no refund will be issued

   1.3 Post commencement (Other than visa refusal)
   Under following circumstances, no refund will be issued to students.
   • Students cancel their enrolment in a course after their commencement date (this includes abandonment of course enrolled in before its completion)
   • In the event that students seek and are granted approval by the College to transfer to another provider prior to completion of six months study of the principal course
   • In the event that the students' enrolment is cancelled because of infringement with the College' Disciplinary Policy or breach of student visa conditions or fail to make scheduled payment of their fees and charges

   1.4 If there is no written refund agreement
   If the College didn’t enter into a written refund agreement with student, the College will refund the unspent tuition fees to the student. The refund amount will be calculated as below:
   
   Refund amount = weekly tuition fee x weeks in default period

2. Refund due to Provider Default
   2.1 Provider Default occurs in the following circumstances:
   • The course does not commence at the location on the agreed commencement date (or)
   • The course ceases to be provided at any time after it commences but before it is completed (or)
   • If a sanction has been imposed and the College was prevented from providing the course
   2.2 In the case of a Provider Default, the College discharge its obligation to the students within 14 days from the day of the default. Student will be given the following options to choose from.
   • Receive a refund of tuition fees for the weeks in default period (unspent tuition fees)
   • Refund amount = weekly tuition fees x weeks in default period
   • Receive placement in an alternative course with the College or another provider at the provider’s expense. If students choose this option, students must accept the offer in writing. All the unspent tuition fees will be transferred to the new course.
   2.3 If the College fails to discharge its obligations (fails to provide a refund or place students in an alternative course), the Tuition Protection Scheme will be responsible for placing students in a suitable alternative course or refund the unspent tuition fees. More information on Tuition Protection Scheme is available on www.tps.gov.au website.

3. Refund of OSHC, Airport Pickup and Accommodation charges
   • If students’ refund application has been approved prior to course commencement, the College will refund the Overseas Student Health Cover (OSH) amount paid by students to the College. If students have commenced their studies and require a refund of OSHC, Student will be required to apply to OSHC provider directly for reimbursement of amount paid
   • If students refund application has been approved prior to course commencement, the College will refund any amount, which has not been paid
The College does not take responsibility and is not liable for the refund policies of those service providers students are required to apply directly to the accommodation provider and Airport Pickup service providers for a refund.

4. Applying for a refund
- To apply for refund students must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. Students must submit the form to the Admissions for refunds prior to arrival/commencement; or Student Services for refunds after commencement.
- Students will be notified of the outcome of their refund application in writing and paid any refund calculated as per the policy within 10 working days of the receipt of the Refund Application Form.

Note:
If students are dissatisfied with the outcome of their refund application, he/she can lodge an appeal under the College’s Complaints and Appeals Policy. To request the Complaints and Appeals Policy, please email info@rhodescollege.vic.edu.au or refer to the Student Handbook or visit our website www.rhodescollege.vic.edu.au.

5. The Refund Policy and the Complaints and Appeals Policy does not remove the right for a student to take further action under Australia’s Consumer Protection Laws.

Visa Entitlement Verification Online (VEVO) Authorisation
I authorise and permit Rhodes College to use my personal information to access the Visa Entitlements Verification Online (VEVO) website throughout the enrolment of my course. I understand that Rhodes College will use this information to determine my Australian visa status, including information on my subclass, grant date, period of stay, and visa conditions that apply to my visa. I also understand that if I am found not to have entitlements to be in Australia, the Commonwealth and/or Rhodes College may use the information gained from the VEVO website to locate me.

Declaration
1. I declare that the information I supplied on this form is correct and complete.
2. I have read and understood Rhodes College Prospectus and/or relevant information on the Rhodes College website. I have read and understood Rhodes College policies on “Student Fees and Refund Policy”, “Deterrent, Suspension or Cancellation of Study during Enrolment”, “Complaints and Appeals”, “Transfer between registered providers”, “Monitoring Course Progress”, “Re Assessment” and other policies that are published on the Rhodes College website and in the Student Handbook.
3. I understand that Rhodes College reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. Rhodes College reserves the right to cancel or not offer a program. If any program is cancelled or not offered Rhodes College will refund all tuition fees in accordance with the provision of Sections 27 and 29 of Education Services for Overseas Students Act 2000. This agreement does not remove the right to take action under Australia’s consumer protection laws.
4. I understand that all personal information collected by Rhodes College is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.

APPLICANT’S SIGNATURE

Applicant’s Signature: ____________________________

Parent’s / Legal Guardian’s Signature: ____________________________

(This declaration must be signed a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

Date: ____________________________

Date: ____________________________

Information is collected in this Application form for your enrolment in order to meet our obligations under the ESOS Act, the National Code 2007, to ensure student compliance with the conditions of student visas and student’s obligations under Australian Immigration laws. The authority to collect information is contained in the Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2001 and the National Code of Practice 2000 for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you in this form and during your enrolment can be provided in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

USI Number: USI (Unique Student Identifier): From 1 January 2015, Rhodes College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/. If you would like Rhodes College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf.

I ____________________________ authorise Rhodes College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf.

APPLICANT’S CHECK LIST (TICK ALL THAT YOU HAVE COMPLETED)

☐ All details in the application form is filled correctly
☐ Application is signed and dated
☐ All attached documents are Verified by agent or Certified
☐ I am attaching the following documents:
  ☐ Passport copy
  ☐ Visa copy (if you are already having a valid Australian Visa)
  ☐ Secondary school certificate (Year 11 or 12 as applicable)
  ☐ Any other Academic documents (Certificates/Transcripts/Statements of Atainment)
  ☐ Any work Experience Letters
  ☐ Release Letter if required

Applicant’s Signature: ____________________________

Date: ____________________________

PLEASE SUBMIT YOUR APPLICATION TO:

RHODES COLLEGE, Level 3, 118 Queen Street, Melbourne, VIC, Australia 3000

EMAIL: info@RhodesCollege.vic.edu.au  Web: www.rhodescollege.vic.edu.au

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Authorized By: CEO