

### 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 <https://www.rhodescollege.vic.edu.au/apply-now/> 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 <https://www.rhodescollege.vic.edu.au/apply-now/> 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 (tick one box only)	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	Gender (tick one box)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth	DD / MM / YYYY																									
Legal Given Names																																			
Legal Family 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	; □□□□								
Country							Home Phone									
Mobile Phone							Work Phone									
Personal E-mail																

#### POSTAL ADDRESS (if different from Residential Address)

Building / Property Name							Flat / Unit Number								
Street / Lot Number							Street Name								
Suburb / Locality / Town							State; Country; Postcode	; □□□□							

#### IN CASE OF EMERGENCY

Name:	Mobile Phone:	Relationship:
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#### NATIONALITY / CITIZENSHIP DETAILS

Nationality (as indicated on passport):

#### HOW DID YOU HEAR ABOUT RHODES COLLEGE?

Country of Birth:	<input type="checkbox"/> Friend	<input type="checkbox"/> Education Agent
Passport Number:	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website
Expiry Date of Passport:	<input type="checkbox"/> Other (please specify): _____	

#### TICK THE COURSE/S YOU WISH TO STUDY

Application Fee of \$200 applies to all courses (non-refundable)

<input type="checkbox"/> Certificate III in Work Health and Safety (BSB30719) (32 weeks)	<input type="checkbox"/> Certificate IV in Work Health and Safety (BSB41419) (52 weeks)
<input type="checkbox"/> Diploma of Work Health and Safety (BSB51319) (52 weeks)	<input type="checkbox"/> Certificate IV in Leadership & Management (BSB40520) (52 weeks)
<input type="checkbox"/> Diploma of Leadership & Management (BSB50420) <input type="checkbox"/> Daytime <input type="checkbox"/> Evening (52 weeks)	<input type="checkbox"/> Advanced Diploma of Leadership & Management (BSB60420) (52 weeks)
<input type="checkbox"/> Certificate IV in Human Resource Management (BSB40420) (52 weeks)	<input type="checkbox"/> Diploma of Human Resource Management (BSB50320) (52 weeks)
<input type="checkbox"/> Certificate IV in Business (BSB40120) (52 weeks)	<input type="checkbox"/> Diploma of Business (BSB50120) (52 weeks)
<input type="checkbox"/> Advanced Diploma of Business (BSB60120) (52 weeks)	<input type="checkbox"/> Graduate Diploma of Management (Learning) (BSB80120) (52 weeks)
<input type="checkbox"/> Certificate III in Individual Support (CHC33021) (62 weeks)	<input type="checkbox"/> Certificate IV in Ageing Support (CHC43015) (62 weeks)
<input type="checkbox"/> Diploma of Community Services (CHC52021) (104 weeks)	1 <sup>st</sup> Course preferred Start Date DD / MM / YYYY

<b>RPL / Credit Transfer</b>	
Do you want to apply for any RPL or Credit Transfer? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, student to complete the 'RPL / Credit Transfer Form through Mutual Recognition')	
<b>LANGUAGE AND CULTURAL DIVERSITY</b>	
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other (please specify): _____	
How well do you SPEAK English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	
<b>ENGLISH LANGUAGE PROFICIENCY</b>	
<input type="checkbox"/> English is my first language	
<input type="checkbox"/> IELTS / Other English Test (please specify): _____ Result (score) _____ (attach evidence)	
<input type="checkbox"/> Planning to study English in Australia at a NEAS Accredited Provider (name) _____	
<input type="checkbox"/> Completed studies in Australia equivalent to an Australian Year 11 qualification or above, for Cert III/IV Courses (attach evidence)	
<input type="checkbox"/> Completed studies in Australia equivalent to an Australian Year 12 qualification or above, for Diploma and Advanced Diploma courses (attach evidence)	
<input type="checkbox"/> Completed studies in an English speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)	
<b>OVERSEAS STUDENT HEALTH COVER (OSHC)</b>	<b>AIRPORT PICKUP &amp; ACCOMMODATION SERVICES</b>
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need airport pickup? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please specify type of coverage: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	Do you need accommodation assistance?
Please specify length of coverage (Tick ONE box only): <input type="checkbox"/> Duration of course/s <input type="checkbox"/> 1 year	<input type="checkbox"/> No <input type="checkbox"/> Yes - If "Yes", please send your requirements separately to Rhodes College via e-mail
<b>DISABILITY</b>	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> No <input type="checkbox"/> Yes	
(If Yes, please indicate 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).	
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other: _____	
<b>SCHOOLING</b>	
Are you still attending secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes	
What is your Highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent <input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> Never Attended School	
In which YEAR did you complete the above school level? _____ State: _____	
Name of the school: _____ Country: _____	
<b>PREVIOUS QUALIFICATION(S) ACHIEVED</b>	
Have you successfully completed any of the following Qualifications? <input type="checkbox"/> No <input type="checkbox"/> Yes (Tick any applicable boxes)	
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician) <input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates Other Than the Above (please specify): _____	

**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): \_\_\_\_\_

**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  
 Self Employed - Employing Others                                       Employed - Unpaid Worker in a Family Business                                       Unemployed - Seeking Full-time Work  
 Unemployed - Seeking Part-time Work                                       Not Employed - Not Seeking Employment

**PAYMENT OPTIONS**

**Initial Tuition Fee Deposit: 1<sup>st</sup> Semester Fee or as specified in the Letter of Offer (also known as 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.

**REFUND POLICY (INTERNATIONAL STUDENTS)**

Application Fee is not refundable under any circumstances.

**1. Refund due to Student Default**

1.1 Visa Refusal:

a. If a student 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

b. 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, the 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, the total tuition fee less AU \$500.00 is refundable. Non-tuition fee is not 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 is refundable. Non-tuition fee is not refundable.

c. If written notice of withdrawal is received from a student less than 28 days prior to commencement of course date or if a student failed to commence the course on an agreed commencement date, no refund will be issued.

d. If a student defers course commencement date and then applies for a refund, no refund will be issued.

1.3 Post commencement (Other than visa refusal)

Under the 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).
- If 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.
- If the student's enrolment is cancelled because of infringement with the College' Disciplinary Policy or breach of student visa conditions or fails 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 will 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) as follows:  
Refund amount = weekly tuition fees x weeks in default period
- Receive placement in an alternative course with the College or another provider at College'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 Service will be responsible for placing students in a suitable alternative course or refund the unspent tuition fees. More information on the Tuition Protection Service is available on [www.tps.gov.au](http://www.tps.gov.au) website.

### 3. Refund of OSHC, Airport Pickup and Accommodation charges

- If a student's refund application has been approved prior to course commencement, the College will refund the Overseas Student Health Cover (OSHC) amount paid by students to the College. If a student has commenced their studies and requires a refund of OSHC, the student will be required to apply to the OSHC provider directly for reimbursement of amount paid.
- If a student's refund application has been approved prior to course commencement, the College will refund any amount, which has not been paid to the accommodation provider, accommodation placement fee and airport pickup. In other circumstances, where the money has been paid, the student is required to apply directly to the accommodation provider and airport pickup service providers for a refund.
- The College does not take responsibility and is not liable for the refund policies of those service providers.

### 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 to 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](mailto:info@rhodescollege.vic.edu.au) or refer to the Student Handbook or visit our website [www.rhodescollege.vic.edu.au](http://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.

## AUTHORISATION AND DECLARATION

### VET Data Use Statement:

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Rhodes College is required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

Information is collected in this Application Form for your enrolment in order to meet our obligations under the ESOS Act, the National Code 2018, 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 for Registration Authorities and Providers of Education and Training to Overseas Students 2018. 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.

**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.

**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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

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

- All details in the application form is filled correctly
- Application Form is signed and dated
- All attached documents are Verified by agent or Certified

I am attaching the following documents:

- Passport
- Proof of English
- 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 Attainment)
- Any work Experience Letters
- Release Letter if required

**AGENT'S DECLARATION**

- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

Agent's Signature OR Stamp here

**STUDENT DECLARATION AND CONSENT:**

1. I declare that the information I have provided to the best of my knowledge is true and correct.
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, Deferment, Suspension or Cancellation of Study during Enrolment, Complaints and Appeals, Transfer between registered providers, Monitoring Course Progress, Re Assessment, Privacy 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.
5. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements on the Department of Home Affairs website: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
6. I am aware of the course fee and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
7. I consent to the collection, use and disclosure of my personal information as above.

**APPLICANT'S SIGNATURE**

<p>_____</p> <p style="text-align: center;"><b>Applicant's Signature</b></p> <p>Date: _____</p>	<p>_____</p> <p style="text-align: center;"><b>Parent's / Legal Guardian's Signature</b></p> <p style="text-align: center;">(This declaration must be signed a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)</p> <p>Date: _____</p>
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**PLEASE SUBMIT YOUR APPLICATION TO:**

**RHODES COLLEGE, Level 3, 118 Queen Street, Melbourne, VIC, Australia 3000**  
**EMAIL: [info@RhodesCollege.vic.edu.au](mailto:info@RhodesCollege.vic.edu.au) Web: [www.rhodescollege.vic.edu.au](http://www.rhodescollege.vic.edu.au)**