

International Student Application Form

(Please tick the course/s for which you wish to apply)

Course Code	Course Name		Course Code	Course Name	
BSB42015	Certificate IV in Leadership & Management		FNS50215	Diploma of Accounting	
BSB51915	Diploma of Leadership & Management		SIT30616	Certificate III in Hospitality	
CPP20212	Certificate II in Security Operations		SIT40416	Certificate IV in Hospitality	
CPP30411	Certificate III in Security Operations		SIT30816	Certificate III in Commercial Cookery	
FNS30115	Certificate III in Financial Services		SIT40516	Certificate IV in Commercial Cookery	
FNS40215	Certificate IV in Bookkeeping		SIT50416	Diploma of Hospitality Management	
FNS40615	Certificate IV in Accounting		SIT60316	Advanced Diploma of Hospitality Management	

Please print neatly in Capital Letters.

Where appropriate please provide attachments. Secure application fee (\$250) to this document.

YOUR PERSONAL DETAILS

Family Name:		Given Names:	
Date of Birth:		Male:	Female:
Nationality:		Passport Number:	
Country of Birth:		City of Birth:	
Unique Student Identifier (USI) - must be supplied:			
Victorian Student Number (VSN) - where applicable:			

YOUR CONTACT DETAILS IN AUSTRALIA

Address:			
Telephone:		Email:	
EMERGENCY CONTACT (NAME):		Relationship:	
Telephone:		Email:	
Contact Details for home country (NAME)**:			
Home Country Address:			
Telephone:		Email:	

** Please list one person to contact in your home country-Parent, Spouse, Sibling, Close family member.

ENGLISH LANGUAGE ABILITY

- ☐ English is my first language
- ☐ I have completed IELTS (International English Language Testing System) or equivalent test (Please provide evidence of score)
- ☐ TOEFL (Test of English as a Foreign Language - Please provide evidence of score)
- ☐ I have completed an English or academic program in Australia. (Please provide evidence)
- ☐ I have studied English or completed another qualification in English. (Please provide evidence)

EDUCATION BACKGROUND

Qualification	Education Provider	Country	Year Completed	Result

(Attach official verified transcripts of your programs of study)

WORK EXPERIENCE

Present Employment

Employer Name & Address	Position / Duties	Period of employment

Previous Employment

Employer Name & Address	Position / Duties	Period of employment

If you need to you can attach additional information regarding your employment to this application form.

COURSE CREDIT

Do you want to apply for academic credit based on other studies, life or work experience?

Yes No
(Please Circle)

If yes, please ensure that you attach your previous study certificates so that we can calculate and grant you course credit where approved.

Transfer

I understand that if I wish to transfer from the Australian College of Trade Pty Ltd to any other educational provider prior to completion of 6 months of study of the Principal Course of Study I need written approval from the Australian College of Trade Pty Ltd.

Refund Policy Conditions and Processes

Full Fee Refund

The Australian College of Trade Pty Ltd will make a full refund of course fees paid in the following circumstances:

- i. Application for an initial student visa is unsuccessful.
 - In this case the Australian College of Trade Pty Ltd, reserves the right to retain the application fee of A\$250. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to the Australian College of Trade Pty Ltd upon visa refusal to claim a refund of course tuition fees. This refund of course tuition fees will be paid to the applicant within 28 days of acceptance of the claim.
- ii. The Australian College of Trade reserves the right to cancel or postpone any course prior to its scheduled commencement date. In such circumstances:
A full refund of course tuition fees will be made within 14 days of the date the course ceases to be offered by ACOT.

Partial Fee Refund

The Australian College of Trade Pty Ltd will make a partial refund of tuition fees to applicants who wish to withdraw provided written notice of withdrawal is received from an applicant at least 28 days prior to the initial course commencement. Maximum partial refund of the first term's fees will be refunded less application fee of A\$250. Where an applicant has not paid the full course fees at date of withdrawal they will still be liable for 50% of the first semester's fees plus the application fee.

No Fee Refund

No refund will be paid where written notice of withdrawal is received from the applicant less than 28 days from course commencement or once the course has commenced.
If an extension to your student visa is not granted a refund will not be issued. You are advised not to enrol if you believe your student visa may not be extended.
No refund will be paid to a student that seeks to transfer to another education provider prior to completion of six months study of the principal course enrolled. Students will not be granted approval for a transfer until all fees for which they are liable have been paid.
Should a student's enrolment be cancelled because of infringement of the Australian College of Trade Pty Ltd's disciplinary Policy or for a breach of student visa conditions, no refund of current term fees will be paid. Students who have not paid at the time of cancellation will still be liable to pay all outstanding fees.

Refund Requests

Application for a refund of fees in accordance with this Refund Policy must be made in writing, using the request for refund pro-forma ES0052, (available from reception) stating reasons and relevant details. This must be submitted to the Administration and Finance Manager at:

Australian College of Trade Pty Ltd
859 High Street, Thornbury VIC 3071
Or by email, with attached support documents, to admission@acot.vic.edu.au

Approvals

All refunds must be approved by relevant college management. Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the Chief Executive Officer (CEO).

Payment of Refund

All refunds for which an applicant is eligible will be forwarded to the person who paid the fees in his or her home country, unless the applicant is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution. The Australian College of Trade Pty Ltd will provide the applicant with a statement detailing the calculation of the refund.

CHECK LIST-To be completed by Applicant

Have you:

- ☐ Read the course details carefully and understood its contents (see website for details)
- ☐ Read pre-departure information section within ACOT website
- ☐ Completed all relevant spaces on the application form including USI and where required VSN
- ☐ Read & understood all issues pertaining to fee payment and fee reimbursement
- ☐ Attached all relevant documents (Please list those documents below)
- ☐ Understood the visa conditions for international students in Australia

Declaration by Applicant:

I understand that the information contained in this form may be provided to State and Commonwealth agencies and I consent to that happening. I certify that all details provided on this form are correct. I have read and understood the Refund Policy as detailed on this form.

Applicant Signature		Date:	
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OFFICE USE ONLY

Application Received by Administration:

Administration Signature		Date:	
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Table below to be completed by ACOT Staff

Checklist of documents received from Applicant:

	Yes	No
Passport		
Other Immigration Documents (Visa where applicable)		
High school Certificate and transcripts of results (Minimum Year 11)		
Post-Secondary Academic Qualification documents including certificate and transcript of results (Australian and Overseas)-where applicable		
English Language results (where applicable) such as ELICOS, IELTS, TOEFL or equivalent		
Release letter/Cancelled COE from previous education provider (where applicable)		
Valid Overseas Student Health Cover (where applicable) *		
Offshore applicants- additional documents:		
International Student Financial Declaration (offshore applicants)		
Documentary Evidence of Financial Capacity (offshore applicants)		
Genuine Student & Genuine Temporary Entrant Evaluation Form (offshore applicants)		

***Please note that Australian College of Trade can assist applicants to arrange Overseas Student Health Cover. For current coverage rates please go to www.medibank.com.au/oshc**